1. **Call to Order**
   The meeting was called to order at 13:05 UTC
   A quorum has been established and noted.

2. **Roll call and Disclosure of Affiliation**
   The list of attendees present is attached.

3. **Approval of November Agenda**
   Motion to approve the meeting agenda from 7th November 2019. The agenda was approved as submitted without objection.

4. **IEEE Patent Policy** (Call for Patents)
   The call for patents was raised; no one raised any concerns or any comments for consideration.

5. **IEEE SA Copyright**
   Ran through copyright policy in its entirety
   Question - how does this work with Creative Commons licenses?
   Question - confidentiality?

6. **Approval of 4th July meeting minutes**
   Motion to approve the minutes from July 4th, 2019. The minutes from the July meeting were approved without objection.

7. **Announcements**
   There is now a spreadsheet of issues to be addressed.
   [https://drive.google.com/open?id=18mD1brsBaC-fS0Io2gRzPL4y-OD6eNX5qROIGwXYwuo](https://drive.google.com/open?id=18mD1brsBaC-fS0Io2gRzPL4y-OD6eNX5qROIGwXYwuo)

8. **Updated Outline Discussion**
   I. Use Cases & Adoption
      No update
   II. Topic updates – 5min summaries
      i. Project Conceptualisation
         No update
      ii. Stakeholder Analysis (email update)
They have a scheduled bi-weekly meeting on a Tuesday. Calls are writing meetings and they’re actively and collaboratively developing the working document throughout the meeting. Sections with no content, are either assigned or worked through in the call. They made good progress Oct 29 and will continue to finalize and create content. Next call Nov 12.

iii. Risk and Impact Assessment
Team is focusing on Stakeholder Analysis first, will then get back to Risk & Impact

iv. Go/No-Go
Needs review beyond original authors

v. Algorithmic system design stages
Needs incorporation of comments from Adam Smith.

vi. Representativeness of data
No update

vii. Evaluation of processing
No update

viii. Outcomes evaluation
Working on further normative clauses – developed a thought piece on bias metrics which everyone is encouraged to comment on [https://drive.google.com/open?id=1gexQdzR3jzGEiLFuPCwWZdKv_t_GxRaqLK0uSGi2r_Y](https://drive.google.com/open?id=1gexQdzR3jzGEiLFuPCwWZdKv_t_GxRaqLK0uSGi2r_Y)

ix. Transparency and Accountability
No update

x. Documenting
No update

xi. Taxonomy
Needs some work on language. They are planning a call right after this one. Contact Pascal or Mathana if you want to input.

xii. Legal frameworks
Nearing completion, some progress has been made, they had a call last night. They have incorporated some recent legal developments (California, India, Japan) and the Informative section is bringing this in.

xiii. Psychology
No update

xiv. Cultural aspects
Going to be starting a weekly call

9. Conferences and Whitepapers
   I. FAT conference – waiting to hear outcomes for submitted paper. Workshop proposals not accepted
   II. Council of Europe – comments submitted
   III. UN HCR – not yet submitted, may be past deadline?

10. Any Other Business
Discussion of P7000 - officers will read and discuss how this can be used. However it can't be used or shared until fully approved, which should be a couple of months. Discussion about potential for free availability of P70xx standards.
11. Future Meetings
   Thursday 5th December 15:00 UTC

12. Adjourn
   The meeting was adjourned at 14:29 UTC

Attendees:

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<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Employer/Affiliation</th>
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<tr>
<td>Chaudhuri</td>
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<td>TATA Consultancy Services</td>
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<td>Clifton</td>
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<td>U of Mainz, Germany</td>
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