1. Call to Order
   The meeting was called to order.
   A quorum has been established and noted.

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

3. Approval of December Agenda
   Motion to approve the meeting agenda for January 10th 2020. 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
   The copyright policy was presented.

6. Approval of 5th December meeting minutes
   Motion to approve the minutes from 5th December, 2020. The minutes from
   the November meeting were approved without objection.

7. Announcements
   Discussion of ECPAI - high level overview on what ECPAI will do, but unable to
   discuss details of what is in the certification standard. Launch event planned, but no
   date known. Ansgar will update to mailing list when information becomes available.
   Some relevant ISO standards, Ansgar looking to see what is relevant, Adam
   involved

8. Updated Outline Discussion
   I. Update on Use Cases
      No update
   II. Topic updates
Section Teams: https://docs.google.com/spreadsheets/d/1_KP63ELBUga_AuPQ_yautVKo4cpH4J0w66_svdkohQ/edit?gid=568977196

i. Project Conceptualisation
Some progress, Ansgar will be working on this. P7000 looking at March balloting - then we should be able to start coordinating. Discussion of scope - what specifically falls under "bias"? Also some discussion of how we incorporate ethics?

ii. Stakeholder Identification
Revisited structure/outline and considerable progress. Updates to individual sections, not yet incorporated into main document. Some resolution to be done between different versions. Looking for feedback from other sections on how will this works as input for other sections. Need to ensure developers think broadly about stakeholders.

iii. Risk and Impact Assessment
Report(progress. Not much new work recently but most of the comments in the "open issues" seem to have been resolved. Requesting people to take a look and provide comments if they think relevant risk identifications needed for other sections might be missing.

iv. Go/No-Go
Ansgar is taking ownership; looking for leadership.

v. Algorithmic system design stages
Several comments to be incorporated, both inline in Google Document and in P7003 Issue list. Look at individual section, not master document.

vi. Representativeness of data
No update

vii. Evaluation of processing
No update

viii. Outcomes evaluation
No update

ix. Transparency and Accountability
No update

x. Documenting
No report, but plans to work later as rest of this comes together. Suggest to see if we can refer to other standards. P7000 refers to ISO/IEEE/IEC 15288 information management process for guidance on documentation process.

xi. Taxonomy
Abigail is collecting case studies of different kinds of biases. They want to create appropriate folder in Google Drive. Several areas of discussion on potential issues: Discussion of harm in context; Impact of types of bias on data and types of data on bias; Working towards data taxonomy from this; Also stakeholder taxonomy? (Please review stakeholders section); Adversarial attacks / malicious actors - considerable discussion of should this be in scope and if/how to include something about "ethical hacking".

xii. Legal frameworks (Francien)
Quite a bit of work happening to include perspectives in recent legislation in India and Brazil.

xiii. Psychology
No update

xiv. Cultural aspects
See comments in ‘issues’ document. Call for information on who his attending - Adam wants to arrange P7003 get together. Mathana going

9. **Conferences and Whitepapers**
   ACM FAT Barcelona in January (27-30)

10. **Any Other Business**
    Please incorporate meaningful subject in P7003 emails.
    Useful links from chat:

11. **Future Meetings**
    - Thursday 6th February 17:00 UTC
    - Thursday 5th March 15:00 UTC
    - Thursday 2nd April 13:00 UTC
    - Thursday 7th May 15:00 UTC
    - Thursday 4th June 17:00 UTC

12. **Adjourn**
    The meeting was adjourned.

**Attendees:**

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