IEEE P7003 Working Group
Meeting Agenda
6th August 2020 / 3:00 P.M. – 5:00 P.M. UTC
Teleconference

1. Call to Order
2. Roll call and Disclosure of Affiliation
3. Approval of August Agenda
4. IEEE Patent Policy (Call for Patents)
5. IEEE SA Copyright
6. Approval of 2nd July meeting minutes
7. Announcements
8. Work on “System Design” section (45min)
9. Updated Outline Discussion
   I. Update on Use Cases
   II. Topic updates – summaries and reflections on open items
      i. Project Conceptualisation
      ii. Stakeholder Identification
      iii. Risk and Impact Assessment
      iv. System design
      v. Representativeness of data
      vi. Performance evaluation
      vii. Transparency and Accountability
      viii. Documenting
      ix. Taxonomy
      x. Legal frameworks
      xi. Psychology
      xii. Cultural aspects
10. Conferences and Whitepapers
11. Any Other Business
12. **Future Meetings**
   - Thursday 3\textsuperscript{rd} September 1PM UTC
   - Thursday 1\textsuperscript{st} October 3PM UTC
   - Thursday 5\textsuperscript{th} November 5PM UTC
   - Thursday 3\textsuperscript{rd} December 3PM UTC

13. **Adjourn**