

**IEEE P7003 Working Group  
Meeting Agenda  
1<sup>st</sup> April 2021 / 1:00 PM. – 3:00 P.M. UTC  
Teleconference**

- 1. Call to Order**
- 2. Roll call and Disclosure of [Affiliation](#)**
- 3. Approval of April Agenda**
- 4. [IEEE Patent Policy](#) (Call for Patents)**
- 5. [IEEE SA Copyright](#)**
- 6. Approval of 4<sup>th</sup> February meeting minutes**  
March did not reach quorum so they are notes and do not need approving
- 7. Announcements**
- 8. Structural review of P7003 document**  
Communication on mailing list
  - I. Focused discussion of Performance Evaluation section
  - II. Graphical representations of P7003 structure and concepts
  - III. Review of gaps in P7003 development that require attention.
  - IV. Definitions of bias
- 9. Updated Outline Discussion**
  - i. Requirements
  - ii. Stakeholder Identification
  - iii. Risk and Impact Assessment
  - iv. Representativeness of data
  - v. Performance evaluation
  - vi. Taxonomy
  - vii. Legal frameworks
  - viii. Human Factors
  - ix. Cultural aspects
- 10. Any Other Business**

## **11. Future Meetings**

- Thursday 6th May 2021 @ 2100 UTC
- Thursday 3rd June 2021 @ 0500 UTC

## **12. Adjourn**