1. Call to Order

Secretary was unable to join the call and total number of participants was only 13 people, so it was assumed that we did not meet quorum.

2. Roll call and Disclosure of Affiliation

List of attendees is attached. A quorum was not reached.

3. Approval of August Agenda

No amendments to the agenda

4. IEEE Patent Policy (Call for Patents)

5. IEEE SA Copyright

6. Approval of 1st July meeting minutes

No quorum

7. Announcements

   I. Extension of P7003 PAR

      NesCom approved our 2 years PAR Extension Request for P7003 until 31 Dec 2023.

   II. [additional agenda item: reference document requests]

      Based on request that were made by the working group, Christy has put in a requests to provide us access to:
      - ISO/IEC TR 29119-11:2020 Guideline on the testing of AI based syste,s
      - ISO 37301:2021 Compliance management systems – requirements with guidance for use

      III. NIST.SP.1270-draft Proposal for Identifying and Managing Bias in AI
Review and discussion about the NIST.SP.1270 paper identifying the following elements of interest:

1. Bias Terminology list (table 1) in the document is a potentially useful reference, however some of the definitions provided by NIST appear to deviate from definitions in other sources. The definitions we use in P7003 will need to be appropriate to our purpose.

2. Discussion based on the conceptual diagram on “three-stages of managing AI bias” (figure 1) proposed by NIST and how it compares to the stages of Bias considerations that are suggested by the P7003 section structure and the “AI life cycle” diagram. [This discussion transitioned into the next point on the agenda].

8. **Structural review of P7003 document**
   
   I. Discussion on AI life cycle (and other) diagram(s)

   Discussion regarding the intended purpose/use of the “AI life cycle” diagram, with a preliminary consensus that the purpose is to support the use of the P7003 standards by guiding users to understand how different operational phases in the development and use of AI systems are associated with aspects of bias.

   It was decided to set up a team to develop the “AI life cycle” diagram(s) and related content – including the need for a better naming since our intended use isn’t exactly a “life cycle”.

   Julian and Allison presented some life-cycle proposals used in ISO work on “data life-cycle” and an extension of the diagram Abel previously submitted.

   II. Vote regarding role and format of Taxonomy section

   Based on the discussions in previous monthly meetings it was decided to have a “write-in” vote on the proposal to split the taxonomy work into two parts: 1. An informative section providing conceptual thinking about the underlying causes of bias; 2. A list of AI bias related definitions, possibility with a taxonomical structure.

   III. List of open items that require attention.

   The items in the “P7003 Issue List” (line 109-113) were reviewed and proposed resolutions added (column H)

9. **Updated Outline Discussion**

   i. Requirements
   ii. Stakeholder Identification
   iii. Risk and Impact Assessment
   iv. Data Representation
   v. Performance evaluation
   vi. Taxonomy
   vii. Legal frameworks
   viii. Human Factors
   ix. Cultural aspects
None of the sections reported making progress during August.

10. Any Other Business

11. Proposed dates/times for Future Meetings
   - Thursday 7th October 2021 @ 0500 UTC
   - Thursday 4th November 2021 @ 1300 UTC
   - Thursday 2nd December 2021 @ 2100 UTC

12. Adjourn

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