

**IEEE P7003 Working Group
Meeting Agenda
6th January 2022 / 13:00 PM UTC – 15:00 PM UTC
Teleconference**

Meeting link:

<https://ieeesa.webex.com/ieeesa/j.php?MTID=macb5cfabeb8669f8fc918735f82a36e2>

- 1. Call to Order**
- 2. Roll call and Disclosure of [Affiliation](#)**
- 3. Approval of January Agenda**
- 4. [IEEE Patent Policy](#)** (Call for Patents)
- 5. [IEEE SA Copyright](#)**
- 6. Approval of 2nd December meeting minutes**
- 7. Announcements**
- 8. Structural review of P7003 work**
 - I. Review of Jan update of master working document
 - i. List of terminology shifts between sections
 - ii. Proposal for illustrative use-case
- 9. Updated Outline Discussion**
 - i. Requirements
 - ii. Stakeholder Identification
 - iii. Risk and Impact Assessment
 - iv. Data Representation
 - v. Performance evaluation
 - vi. Conceptual insights about causes of bias – [name to be improved]
 - vii. Legal frameworks
 - viii. Human Factors
 - ix. Cultural aspects
- 10. Any Other Business**
- 11. Dates/times for Future Meetings**
 - Thursday 3rd February @ 2200 UTC

- Thursday 3rd March @ 1300 UTC
- Thursday 7th April @ 2200 UTC
- Thursday 5th May @ 1300 UTC
- Thursday 2nd June @ 2200 UTC

12. Adjourn