IEEE P7003 Working Group
Meeting Minutes
2nd November 2023 / 11:00 AM UTC – 13:00 PM UTC
Teleconference

1. **Call to Order**
   The meeting was called to order.

2. **Roll call and Disclosure of [Affiliation](#)**
   The list attendees is attached. A quorum was reached and noted.

3. **Approval of November Agenda**
   Motion to approve the agenda for 2nd November 2023 meeting. The motion was approved.

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. **[Participant Behaviour](#)**
   The participant behaviour slides were presented.

7. **Approval of September meeting minutes**
   Motion to approve the minutes from the 7th September 2023 meeting. The motion to approve the minutes from the August meeting was approved.

8. **Issues Resolution**
   i. Review issues log for committee resolution
      Use of term "harmful bias" - relates to U.S. directive ISO uses "unwanted bias" - Decision - Retaining use of "unwanted bias"
      Several uses of other terms, being changed to unwanted Latest version of master document found in google doc
      https://drive.google.com/drive/folders/1WhNjGJIUeB2aTsbl1gKkp5ePUA8Q38tB
      Two open issues:
      Check document for use of term "disability" - note that disability is generally legally recognized term
      Account for cultural differences in datasets

9. **Report from the Technical Editor**

Stakeholder ID now into IEEE format document
Included change of characteristic to attribute
Waiting on working group approval for remaining sections

10. Status of Working Committee Review
   i. Introduction
     Reviewed and to be edited in November
   ii. Requirements
     No comments made. *Motion to move to vote. Motion accepted.*
   iii. Cultural Aspects

11. Formation of Editing Teams
   i. Introduction editing team Julian, Andrea, Frederic, Roisin, Clare
   ii. Cultural Aspects team Andrea, Julian, Andrey, Roisin, Robin, Clare
   Concern about interpretation of terms these days – specifically the use of the term colonialism and the definition of data colonialism. Will review off-line to determine if we have issues
   Conceptualizing Bias editing team report: making progress, expect to have outcome in three weeks

12. Status of Clauses
   i. Conceptualizing Bias editing team report: making progress, expect to have outcome in three weeks
   ii. Bias Profile going for Working Committee review in November

13. Any Other Business

14. Dates/times for Future Meetings
- 7th December 12:00 UTC

15. Adjourn

Attendees:

Last Name	First Name	Employer/Affiliation	Voting
Andres	Frederik	NII	X
Brasso	Andrea	Independent	
Chaudhuri	Abhik	TATA Consultancy Services	X
Chung	Edmon	DotAsia	
Clifton	Chris	Purdue University	X
Courtney	Patrick	tec-connection	X
Dean	Sheila	Independent	
Fajardo	Andrej	LAMIC Research Group	X
Halfaoui	Ibrahim	Independent	
James	Clare	Independent	X
Koene	Ansgar	EY and University of Nottingham	
Leppala	Jussi	Valmet	X

Loughran	Roisin	Dundalk Institute of Technology	**X**
Meza	Jose	Independent	**X**
Padget	Julian	University of Bath	**X**
Pierce	Robin	Independent	
Shaw	Trish	Beyond Reach	**X**
Smith	Adam L	Piccadilly Group	**X**
Townsend	Bev	Independent	
Weger	Gerlinde	Independent	**X**