

**IEEE P7003 Working Group  
Meeting Agenda  
7<sup>th</sup> December 2023 / 12:00 PM UTC – 14:00 PM UTC  
Teleconference**

**1. Call to Order**

The meeting was called to order at 12:08 UTC

**2. Roll call and Disclosure of [Affiliation](#)**

The list of attendees is attached. A quorum was reached and noted.

**3. Approval of December Agenda**

***Motion to approve the agenda for the 7<sup>th</sup> December 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 November meeting minutes**

***Motion to approve the minutes from the 2<sup>nd</sup> November 2023 meeting.*** The motion to approve the minutes from the November meeting was approved.

**8. Report from the Technical Editor**

I. Issues

Issues log is now resolved, any new issues are from the TE and editing of the full draft. Should all edits be added to issues log to be dealt with? Monthly meetings make this hard. Better for TE to make edits and report on them for discussion – unless something goes beyond editorial decisions. No objections to this.

Do we have the complete information for the draft? There may be a couple of documents that were created earlier on and got put to the side that we have lost, which needs to be resolved for the full draft. RIA and SID annex do still exist in the full draft so they need to be checked for consistency and make sure we've reviewed and voted on them. When the annexes are put up for review, need to make sure that they are taken with regards to the already voted on clauses, which will not change.

## 9. Status of Committee Direct Vote

- I. Requirements  
Voted on and accepted.

## 10. Status of Editing Committee Review

- I. Introduction
- II. Conceptualizing Bias
- III. Cultural Aspects

Introduction review complete, to be put up for vote this month. Thanks to all involved.  
Conceptualising Bias review complete a few weeks ago, to be put up for vote this month also.

Cultural Aspects also complete, also put up for vote this month.

## 11. Status of Working Committee Review

- I. Overview
- II. Bias Profile

Reviewed all the comments, all comments accepted and no major issues with editing.  
These can also go to vote.

A vast amount of work has been done by a core team for this standard, 2 from the entire Working Committee reviewed the clauses. Each member needs to reflect on their participation and contribution. This will be vital in the coming year.

## 12. Next Steps

All 5 clauses to be voted on this month.

The annex of the RIA and SID identified above, and Evaluation annex, will need to be reviewed by the working committee.

Identifying the correct documents – the annexes may have already been included in the voted-on clauses so we need to make sure that we have the correct documents. Best to include the main clauses and the annex in one document so people can see what the annexes are referring to.

***Motion to take all 5 clauses (Introduction, Conceptualizing Bias, Cultural Aspects, Overview, Bias Profile) to vote.*** The motion was approved with no objections.

### **Action:**

**Send WG links to correct annex documents for review.**

**Christy to send links of clauses to be voted on to voting members**

## 13. Any Other Business

## 14. Dates/times for Future Meetings

- Thursday January 4<sup>th</sup> 2024 1500 UTC
- Thursday February 1<sup>st</sup> 2024 1200 UTC

Alternating times. Need to make sure we are fair to everyone working on the standard to include Australia, Asia, etc.

## 15. Adjourn

The meeting was adjourned at 12.52 UTC

**Attendees:**

<b>Last Name</b>	<b>First Name</b>	<b>Employer/Affiliation</b>	<b>Voting</b>
Ahmad	Firdaus	Independent	<b>X</b>
Chaudhuri	Abhik	TATA Consultancy Services	<b>X</b>
Courtney	Patrick	tec-connection	<b>X</b>
Dowthwaite	Liz	University of Nottingham	<b>X</b>
Fajardo	Andrej	LAMIC Research Group	<b>X</b>
James	Clare	Independent	<b>X</b>
Leppala	Jussi	Valmet	<b>X</b>
Meza	Jose	Independent	<b>X</b>
Padget	Julian	University of Bath	<b>X</b>
Prasad	M S	Amity University, India	
Szczekocka	Ewelina	Independent	<b>X</b>
Underwood	Mark	Synchrony Finance/Krypton Brothers	
Weger	Gerlinde	Independent	<b>X</b>