

**IEEE P7003 Working Group
Meeting Notes
4th January 2024 / 15:00 PM UTC – 17:00 PM UTC
Teleconference**

1. Call to Order

The meeting was called to order at 15:07 UTC

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

The list of attendees is attached. A quorum was not reached.

3. Approval of January Agenda

No quorum

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 December meeting minutes

No quorum

8. Report from the Technical Editor

I. Issues

No update as awaiting voting sections.

9. Status of Committee Direct Vote

I. Overview

II. Bias Profile Introduction

III. Conceptualizing Bias

IV. Cultural Aspects

All can go to DVL this month, look out for voting emails. At this point the entire standard will be complete and voted on. Then it will be collated to complete the Master Document.

10. Plan to Ballot

Once all clauses are in the correct order and the reference section is completed we can ballot; Andrej, Rosin, Clare, Julian, and Rahaf will take the collation task on.

By the end of January, we should be able to have the entire standard for the WG to examine and vote to approve, and then go to ballot in February. It will be sent to Christy once this is done. Christy will also send information for getting the standard to MEC and legal review (both are 30 days turnaround). Signing up for the ballot will also be opened so that it is ready to go to vote immediately that this is done. It will need approval for it to go to go to ballot. Christy will email an outline of these steps. A Comment Resolution Group to deal with comments from the balloting process should be created; this can be done during a WG meeting during ballot. Christy has a presentation about this that she will present at a future meeting.

11. Next Steps

Gerlinde will send an email to let people know that a CRG will be formed in a future meeting. No more than 10 people are needed.

12. Any Other Business

There was a suggestion to add an additional statement to the Bias Profile, so we need to decide whether this should be included given that it has already been voted on. The aim of the additional statement is to emphasise that the interaction between data and model can cause bias, and this principle is agreed, but we need to make sure that the language is consistent with the rest of the standard. Can technical editor please incorporate a version of this into the full draft for when the WG look at it?

Please note that the 2023 drafts in iMeet are all the final copies.

Question: Should we do a use case for the standard? Can we find a company that has something we can test this on? Where would be put the write up of this use case? P7000 did not include it in the standard but they did test a use case. Might be issues for our timeline so a separate output would be ideal.

13. Dates/times for Future Meetings

- Thursday February 1st, 2024 @ 1200UTC

14. Adjourn

The meeting was adjourned at 15:52 UTC

Attendees:

Last Name	First Name	Employer/Affiliation	Voting
Albalkhi	Rahaf	Independent	
Basso	Andrea	Modulos/ai	
Chaudhuri	Abhik	TATA Consultancy Services	X
Clifton	Chris	Purdue University	X
Courtney	Patrick	tec-connection	X
Dowthwaite	Liz	University of Nottingham	X
Fajardo	Andrej	LAMIC Research Group	X
Leppala	Jussi	Valmet	X
Padget	Julian	University of Bath	X
Weger	Gerlinde	Independent	X