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; Andoj, 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:**

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<th>First Name</th>
<th>Employer/Affiliation</th>
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<td>Albalkhi</td>
<td>Rahaf</td>
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<td>Basso</td>
<td>Andrea</td>
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<td>Chaudhuri</td>
<td>Abhik</td>
<td>TATA Consultancy Services</td>
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<td>Chris</td>
<td>Purdue University</td>
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<td>Courtney</td>
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<td>Fajardo</td>
<td>Andrej</td>
<td>LAMIC Research Group</td>
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