

**IEEE P7003 Working Group  
Meeting Minutes  
4<sup>th</sup> April 2024 / 12:00 PM UTC – 14:00 PM UTC  
Teleconference**

**1. Call to Order**

The meeting was called to order

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

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

**3. Approval of April Agenda**

***Motion to approve the agenda for the 4<sup>th</sup> April 2024 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 March meeting minutes**

***Motion to approve the minutes from the 7<sup>th</sup> March meeting.*** The motion was approved.

**8. SA Ballot Status**

Discussion of how to get on ballot. Julian walked us through the process:

<https://development.standards.ieee.org/myproject-web/app>

Click three bars/menu link in the upper right to see invitations/ballots Click on the "open invitations" tab.

748 invitations have gone out, 33 have joined the balloting group, but very few active working group members.

It seems few working group members are members of IEEE-SA, and will need to join or pay a ballot fee to actually vote. See:

<https://standards.ieee.org/about/membership/individuals/>

**9. Report from the Technical Editor**

V1.2 submitted

Revisions made  
 Need to request permissions for portions of copyright material, in progress  
 Diagram in conceptualizing bias - removed and text revised  
 Diagram - bias profile - permission obtained  
 V1.3 awaiting permissions and update of acknowledgements  
 Working group voted to proceed with electronic ballot to approve the new version once it is ready, in hopes that we can get this approved and go to ballot before the May meeting. **Motion to proceed with electronic vote to approve the new version.** Motion approved.

**10. Comments Resolution Group formation**

Workload likely to be May-July, with bulk in June/early July. Chris, Andrea, Julian, Mark, Roisin, Rahaf, Clare volunteered. Julian would consider being lead.

**11. Use Cases(s) presentation(s) and P7003 team formation**

Julian - we may lose the ability to do this, because of the requirement to get permission to share the draft with an outside entity.  
 Proposed procedure - company/institution provides use case, identifies an internal team to work on the use case  
 P7003 identifies a team to work with them - but sensitive data stays within company  
 Both WG and Company have right of refusal on publishing  
 Two identified:  
 CREDEM (Credito Emiliano) - ML system predicting propensity to buy product, used to optimize marketing. Willing to start in June  
 PROSEGUR - security service company - "Smart Crowd Monitoring" to identify security risks in large sports venue. Use of multiple sensor devices to identify  
 Next steps:  
 Agree to proceed  
 Feedback from IEEE, approval  
 Potential publication venue - IEEE Transactions on Privacy. Chris can arrange.

**12. Any other business**

**13. Dates/times for Future Meetings**

- TBC

**14. Adjourn**

**Attendees**

Andreas Gratz

Last Name	First Name	Employer/Affiliation	Voting
Ahmad	Firdaus	Independent	X
Albalkhi	Rahaf	Independent	X
Basso	Andrea	Modulos.ai	X
Chaudhuri	Abhik	TATA Consultancy Services	X
Clifton	Chris	Purdue Yniversity	X

Courtney	Patrick	tec-connection	X
Gratz	Andreas	Independent	
James	Clare	Independent	X
Leppala	Jussi	Valmet	X
Loughran	Roisin	Dundalk Institute of Technology	
Murahwi	Zvikomborero	Independent	
Padget	Julian	University of Bath	X
Pena	Abel	Code Explorers Worldwide	
Prasad	M S	Amity University, India	X
Shaw	Trish	Beyond Reach	X
Underwood	Mark	Synchrony Finance/Krypton Brothers	
Bahn	Christy	IEEE-SA (staff)	