

IEEE P7008 Working Group
Draft Meeting Minutes
29 October 2018, 12:30 PM – 1:30 PM (EDT)
Meeting Minutes Recorded By: Christy Bahn

1. Call to Order

The meeting was called to order at 12:36 PM (EDT) by Laurence Devillers, Working Group Chair

2. Introduction and Affiliation Declarations

Everyone present introduced themselves and provided their affiliation

3. Roll call of Individuals (Working Group Establishment)

It was noted that at the 1st meeting of a new working group, all participants present are voting members of the working group. If anyone did not want to be a voting member they were asked to speak up or send an email to Christy Bahn. The working group was established with 8 voting members.

4. Working Group (WG) Policies and Procedures (P&P)

Christy Bahn noted there is a set of working group P&Ps that the WG members shall follow. She will email the document to the WG and asked that everyone read it. If needed she would set up calls with a member to review.

5. Approval of Agenda

Motion to approve the meeting agenda. (Mover: Ken Bell, Second: Sean Dougherty)
The agenda was approved as submitted without objection.

6. IEEE Patent Policy: [Call for Patents](#)

The call for patents was raised; no one raised any concerns or any comments for consideration.

7. Establishment of Officers

a. Appointment (as per P&Ps) of Officers (Vice-Chair, Secretary)

It was noted that according the P&Ps, the sponsoring committee appointed Laurence Devillers as Working Group Chair. Laurence appointed John Sullins as the Working Group Vice-Chair. The Working Group Secretary role is open. Christy Bahn will email a call for volunteer for the role. She will also include the responsibilities.

8. IEEE Standards Development Process Presentation, Christy A. Bahn (IEEE-SA)
Christy will present at another time due to timing.

9. Technical Presentation(s), Contribution(s) or Discussion(s)
- **IEEE P7008 Overview**, Laurence Devillers
Laurence provided an overview on P7008.

10. New Business

11. Future Meetings

- 14 November, 12:30 PM – 1:30 PM (EDT)
- 17 December, 12:30 PM – 1:30 PM (EDT)

Members present expressed a desire to meet on Wednesday. Christy and Laura will work off line on changing the November and December meeting dates.

12. Adjourn

The meeting was adjourned at 1:31 PM (EDT).

Attendees

Last Name	First Name	Affiliation	Officer	Role
Andersdotter	Amelia	Article19		V
Bell	Ken	Self		V
Devillers	Laurence	CNRS/Sorbonne University	Chair	V
Dougherty	Sean	Consultant		V
Gunsch	Gregg	Self		V
Hailey	Vicky	VHG		V
Sullins	John	Sonoma State University, California	Vice-Chair	V
Vold	Karin	University of Cambridge's Leverhulme Centre for the Future of Intelligence		V

Last Name	First Name	Affiliation	Role
Schlenoff	Craig	NIST (RAS/SC Sponsor Chair)	P

Last Name	First Name	Affiliation	Role
Bahn	Christy	IEEE-SA	S

Role Legend	V = Voting Member
	P = Participant
	S = Staff