IEEE P7008 Working Group Meeting
2019-08-26, 1100-1230 EDT
Teleconference

Draft Minutes
(Ken Bell, WG Secretary)

1. Call to Order
The meeting was called to order at 1104 by the Working Group Chair, Sean Dougherty.

2. Roll Call and Affiliation Declarations
A list of attendees is attached. A quorum was present.

3. Approval of Agenda
Motion to approve the agenda. (Mover: John S, Second: Patrick H). The agenda was approved without objection.

4. IEEE Patent Policy: Call for Patents
The call for patents was raised; no one raised any concerns or comments for consideration.

5. Approval of 29 July Meeting Minutes
Motion to approve the 29 July Meeting Minutes. (Mover: Ken B, Second: John S). The July 29 meeting minutes were approved without objection, with corrections to attendance noted by the Secretary.

6. Update on Agenda for P70XX Berlin Content Development/Writing Session
Suggestions for agenda items were forwarded to the organizers. As key text may only be in outline form, primary objectives will be to canvass and align thinking amongst the participating Working Groups, and harmonize critical global definitions.

7. Discussion of Future Meeting Days/Times
It was agreed to continue meeting on Mondays, every two weeks, except to change the meeting time to 3:00 PM – 4:30 PM (EDT).

8. Contribution Review
8.1 All contributors reported that their contributions were underway but were still in progress.

8.2 A taxonomy of biases has been delayed. The task is more exhaustive than anticipated. Instead, it is proposed that a primer on how to properly create nudges (such as extracted from OECD BASIC) might highlight discrete functional activities, particularly those requiring ethical appreciation or intervention.

8.3 There was sentiment that a (new) taxonomy of nudges might reveal additional process insights.

8.4 The group was asked to review and incorporate collateral material from the development of IEEE EAD V1 and P7010.

9. Presentation ISO 31000 Standards Overview (Vicky H)
9.1 The contemporary risk management approach contained in the standard was ably explained.

9.2 The Working Group requested ISO 31010 for study.

9.3 Development standards IEEE 15288 and IEEE 12207 were suggested as starting points for the proposed suite of review tools.

10. New Business
No new business was brought to the table.

11. Future Meetings
- 09 September, 3:00 PM - 4:30 PM (EDT)
- 23 September, 3:00 PM – 4:30 PM (EDT)

11. Adjournment
Motion to adjourn. (Mover: Gregg G, Second: Vicky H). The meeting was adjourned at 1228 ET.

Attendees:

Last Name	First Name	Affiliation	Officer	Yes 6/8
Bell	Ken	BDO Canada LLP	Secretary	V
Dougherty	Sean	Consultant	Chair	V
Hailey	Vicky	VHG		V
Henz	Patrick	Primetals Technologies		V
Stanton	Charlotte	Carnegie Endowment for International Peace		V
Sullins	John	Sonoma State University, California	Vice-Chair	V
Non-Voting Members				**8/26/2019**
Gunsch	Gregg	Self		NVM
Johnson	Deborah	University of Virginia		NVM
Staff				**8/26/2019**
Bahn	Christy	IEEE-SA		S

Role Legend	V = Voting Member
	NVM = Non-voting Member
	P = Participant
	S = Staff