# IEEE P7008 Working Group Meeting
2019-09-23, 1500-1630 EDT
Teleconference

## Draft Minutes
(Ken Bell, WG Secretary)

**1. Call to Order**
Upon obtaining quorum, the meeting was called to order at 1535 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, Second: Gregg). 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 09 September Meeting Minutes**
The 09 September meeting minutes have yet to be circulated and will be presented at the next meeting.

**6. Update on P70XX Berlin Content Development/Writing Session**
Four committee members will attend all three days. Specific liaison with P7001, P7003, P7009 and P7014 is to be organized.

**7. Discussion:  Design Process For Nudges**
Drawing from various sources, a six stage nudge design process (Concept–Analysis-Design-Test-Deploy-Validate) was outlined. Ethical obligations at each stage are sought from the WG members.

**8. Contribution Review**
There were no other updates on work in progress.

**9. New Business**
No new business was introduced.

**10. Future Meeting Dates**
> 14 October 2019
> 28 October 2019

**11. Adjourn**
*Motion to adjourn.* (Mover: John). The meeting was adjourned at 1627.

**Attendees:**

| Last Name | First Name | Affiliation | |
|-----------|-----------|-------------|---|
| Adams | Elizabeth | Self | NVM |
| Bahn | Christy | IEEE-SA | S |
| Bell | Ken | BDO Canada LLP | V |
| Dougherty | Sean | Consultant | V |
| Gunsch | Gregg | Self | V |
| Hailey | Vicky | VHG | V |
| Johnson | Deborah | University of Virginia | V |
| Stanton | Charlotte | Carnegie Endowment for International Peace | V |
| Sullins | John | Sonoma State University, California | V |

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