**IEEE P7009 Working Group**

**Meeting Minutes February 19, 2019 – 8AM to 9AM EST**

1. **Roll call (Danit)**

**The meeting was called to order at 08:03 AM ET.**

Danit Gal - Self

Cedric Sabbah- Self

Ken Wallace - Self

Michael Fisher – University of Liverpool

Phil Koopman – Self

Paul Found – BC Hydro

Ariella Berger – Self

Zviko Murahwi - Self

Peter Cihon - Self

Naresh R. Shah – Untangle AI

Xiaopu Wang- Huawei

Quorum Achieved? Yes 7 out of 12

 **2. Call for patents (Danit)**
The patent claims were made. There were no reported claims raised.

**3. January meeting minutes (Members)**
January meeting minutes have been approved by members

**4. Notice of Project Manager Switch (Jen)**

Jen’s last meeting with us is today. Christy Bahn will be taking over in March.

**5. Discussion of the Draft Outline (Members)**

* **Discussion of Definitions**
	+ Danit, Michael and Ariella to form definition subgroup.
		- Others interested in joining contact Danit
	+ Why take out Semi-Autonomous- Need to get away from the fact that you can reply on a human
	+ Data Verification – Data is important and can’t be ignored. Maybe change to Data Integrity
		- The correctness of data matters
		- Should include link to UK Data Group
* **Division of subgroup**
	+ **Verification and Validation-** Ken take the lead
	+ **Taxonomy and Integrity + Introduction-** Danit to take the lead, Ken focus on Societal and Phil on life Critical.
		- Need to focus on what we can and can’t do to be open and realistic.
		- Draw a line between critical and non-critical
		- Need to review society risk.
	+ **Techniques and Measurements “List of Hazards” + Risk**
		- Should we include Use Cases?
		- MUST talk about risk and potential implication to make people understand without causing confusion
		- Consider making this its own section

**6. P&P update- (Jen)**

Updated P&P’s state that once you meet the voting requirements you will not be notified and will automatically be giving voting rights. If you do not want voting rights you must notify the Chair/Secretary. You will continue to get notifications once you lose voting rights.

**7. Next meeting:**

Danit to send out doodle pole for next meeting,

**8. Adjourn meeting (Danit)**

Adjourn at 9:00 AM