

**IEEE P7014 Working Group Meeting
Draft Minutes
24 July 2019 / 11:00 AM – 12:00 PM (EDT)
Teleconference**

Meeting Minutes Recorded by Christy Bahn, IEEE SA Program Manager

1. Call to Order

The meeting was called to order at 11:05 by the Working Group Chair, Ben Bland. Ben introduced himself to the WG.

2. Roll Call of Individuals & Declaration of Affiliation (Working Group Establishment)

Affiliation FAQs: <http://standards.ieee.org/faqs/affiliation.html>

Participants introduced themselves and declared an affiliation via the WebEx Chat. It was noted everyone on the call for the first meeting of a newly chartered working group is a voting member of the working group. A list of participant's present is attached.

3. Working Group Policies and Procedures (P&P), Christy Bahn

a. 4.0 Working Group Membership

Christy reviewed section 4.0 of the WG P&Ps.

Subsequent to the first meeting of a newly-chartered Working Group, a non-voting member becomes a voting member by attending 2 of the last 4 meetings and upon sending a request for voting status to the Working Group Chair prior to the next meeting.

A voting member who has not attended at least 2 of the last 4 meetings becomes a non-voting member.

A non-voting member becomes a non-member by not attending any of the last 4 meetings.

Christy noted that if you were a voting member and lost your voting status but gained voting status back, you will still need to request voting status as noted above. If you have any questions please contact Christy.

4. Approval of Agenda

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

5. Working Group Tools; Email Reflector and iMeet, Christy Bahn

Christy explained to the WG that the email reflector will be used for WG meeting notices, sharing the agendas, and minutes. She asked the group to use iMeet for discussions, sharing articles, presentations, and event (workshops, conferences, etc.). Those on the call will receive an invite to iMeet.

Note: iMeet access will be given to members after they have attended 1 WG meeting and request access.

6. Establishment of Officers, Christy Bahn

a. Election of Officers (Vice-Chair and Secretary)

Christy noted that Ben Bland was appointed by SSIT/SC. According to the WG P&Ps, there shall be an election for the other office positions. Gawain Morrison self-nominated for the Vice-Chair position.

Christy will send out a nomination ballot via email to the voting members of the working group that will be open for 14 days. The person with the highest nominations will be asked to confirm the position. Then a 14-day election ballot will be done. If there are any questions, please Christy Bahn.

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

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

8. Review of the Project Authorization Request form (PAR), Ben Bland

Ben reviewed the PAR. He noted that in the next few months this will be broken down into sections. We will split up into smaller groups; subgroups and work in parallel. Ben noted that it was too early, but how to break up the standard. Ido recommended categorizing the different groups based on the different stage of the product. Laura liked that recommendation. She said to have the group think about use case or industry case perspective.

Bob Stratton questioned if the scope should include the evocation/stimulation of emotions in people. Bob also asked if 'mature' related technologies such as sentiment analysis should be covered.

One person questioned if the standard should cover the validation of designs/systems.

Ken encouraged people to review the Ethically Aligned Design Document. Christy will post the document as well as the EAD glossary to iMeet.

Ben asked the group to share any relevant source of information on iMeet.

9. Future Meetings

The WG meetings will be held monthly for 90 minutes. Ben noted the meetings will take place at the same time 11:00 AM (EDT), the 4th Wednesday of each month.

Ben briefly shared with the WG key stages. The WG will concentrate this year drafting the outline for the draft standard. As a WG we review and agree on what will be in the draft and the different sections. Next year we will work on writing the draft. After the draft has reached a mature stage it goes through an approval process by the WG and Standards Committee. After those approvals, the draft is sent out for SA ballot.

Annette noted that this sounds reasonable and not an overly aggressive schedule. Is it possible that you have an outline or draft, or source material to be included at this point? Ben noted not right now, that we will be working specifically from the PAR.

10. Adjourn

Motion to adjourn the meeting. (Mover: Lisa Morgan, Second: Alexander Burke). The meeting was adjourned at 11:53 AM.

Attendees:

Last Name	First Name	Affiliation	Role	Officer
Bahn	Christy	IEEE-SA	S	
Bell	Ken	BDO Canada LLP	V	
Bennet	Karen	Unaffiliated	V	
Blanchette	Brian	University of California at Santa Cruz	V	
Bland	Ben	Sensum	V	Chair
Bolster	Andrew	AlertLogic	V	
Boots	Bryan	Unaffiliated	V	
Buenfil	Jorge	CCDC Armaments Center	V	
Burke	Alexander	Unaffiliated	V	
Chang	Shane	nuTonomy Inc.	V	
Chaun	Ching-Hua	University of Miami	V	
Chiang	Ernest	PAFERS Tech	V	
David	Jack	PwC London Cybersecurity Practice	V	
Dixon	Pamela	World Privacy Forum	V	
Doswell	Jayfus	The Juxtopia Group, Inc.	V	
Elan	Laura	CSA Group	V	
Falcon	Emiliano	ACLU of Massachusetts	V	
Ferraro	Angelo		V	
Foukalas	Fotis		V	
Gottehrer	Gail	Law Office of Gail Gottehrer LLC	V	
Goviraboyina	Soma Sekhar		V	
Gunsch	Gregg	Self-Affiliated	V	
Hailey	Vicky	VHG	V	
Kaliwo	Kondaine	NITEL	V	
Kolovou	Vicki	Behavioral Signals	V	
Manela	Tony	Unaffiliated	V	

Marsh	Allison	University of South Carolina	V	
McStay	Andrew (Andy)	Bangor University, UK	V	
Morgan	Lisa	Self	V	
Morrison	Gawain	Sensum	V	
Moule	Tom	Institute for Ethical AI in Education at the University of Buckingham	V	
Mueller	Joshua	Johns Hopkins Applied Physics Lab	V	
Orozco	Elda	Unaffiliated	V	
Pavliscaak	Pamela	Pratt Institute, NY	V	
Reilly	Annette	Unaffiliated	V	
Sanz	Ricardo	Universidad Politecnica de Madrid, Spain	V	
Schwarz	Daniel	ITD-GBS Tokyo	V	
Self	Richard	University of Derby, UK	V	
Shalzy	Al	Unaffiliated	V	
Shamun	Ido	The Elegant Monkeys Ltd.	V	
Shimo	Sumiko	Hofstede Insights	V	
Soper	Randy	U.S. Defense Intelligence Agency	V	
Stratton	Robert	Polymathics, LLC	V	
Susser	Daniel	Penn State	V	
Tadros	Marlyn	NGO Virtual Activism	V	
Vezy	Camille	Prologue AI & University of Montreal	V	
Weiss	Jonas	IBM Research GmbH Switzerland	V	
Wilkins	Maurice	Yokogawa Electric Corporation	V	
Wu	Pomin	TrustableAI	V	
Yashrag	Garg	Surajmal Inst of Tech, New Delhi	V	

Role Legend	V = Voting Member
	NV = Non-voting Member
	NM = Non-Member
	S = Staff