

**IEEE P7014 Working Group  
Meeting Notes  
25 September 2019 / 11:00 AM – 12:00 PM (EDT)**

*Meeting notes provided by Karen B., Working Group Secretary*

**1. Call to Order**

The meeting was called to order at 11:04 AM. A quorum was not established.

**2. Roll Call of Individuals & Declaration of Affiliation**

Attendees present is attached

**3. Approval of Agenda**

Due to lack of quorum this agenda item could not be approved.

**4. Approval of 28<sup>th</sup> August Meeting Minutes**

Due to lack of quorum this agenda item could not be approved and will be added to the October agenda.

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

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

**6. Officer Elections**

Ben announced the election results; Gregg G. ( Vice Chair) and Karen B. (Secretary). Both officers introduced themselves to the group and look forward to working with everyone.

Contact information for the officers of IEEE P7014 WG can be found on our web site

<https://sagroups.ieee.org/7014/>

**7. Berlin Writing Session:** Plans for P7014 attendees and additional ideas for WG objectives for the session

Ben noted that 16 members of P7014 will be at the Berlin meeting

- Berlin Writing Session goals: To create draft document to include use cases, users, existing standards, issue and any reference material. We will be meeting with the other IEEE P7xx WGs to understand and learn from their experiences
- Meet and Greet Session (optional) scheduled on Monday 30 September
- Welcome Session scheduled on Tuesday 1 October at 8:00 AM.
- P7014 Berlin Schedule can be found in the attachment in Christy B.'s email
- **Action Item: Ben is setting up a conference line during the Berlin week for further discussion for remote individuals**

- *Action Item: Ben to share thoughts on background reading material before meeting (see his email)*
  - *Ethically Aligned Design: : <https://ethicsinaction.ieee.org/>*
  - *Project Authorization Request e: <https://standards.ieee.org/project/7014.html>*

## 8. Review Key iMeet Discussions:

### - Categorization of Scope

- Ben Bland walked us through the Scope Categorization Excel document to better identify the list of use-cases, audiences, personas users, etc.
- List of User Types: Consumer, Mobility (eg. Automotive), Medical, Industrial/Commercial, Infrastructure/Urban, Corporates, Insurance, Government
- ***Action Item: add use cases/scenarios on when things go wrong***
- ***Action Item: Everyone review Scoping document on imeet; and continue to provide comments***
- ***Action Item: Jade to post paper on Frustration Detection and we need to better understand if Children behavior needs to be include in our document or there is another WG focused on that***
- ***Action Item: Identify human to human ethics/standards in practice that we need to consider***
- ***Action Item: Identify different frameworks/tools in use today***
- ***Action Item: Bob S to post some links of documents / content of interest up on imeet***

### - IEEE's Guiding Principles

- IEE's Guiding Principles documents is where we need to start: Ethically Aligned Design: : <https://ethicsinaction.ieee.org/>
- Good discussion on imeet on other principle related documents These documents can be found on Content of interest directory.
- ***Action Item: Everyone, continue to post and go 'wide'; we will focus the list later***
- ***Action Item: Need to Start definition section in our standards document***

## 9. New Business

- **Gregg shared an up and coming movie associated with AI Ethics and emotions called Jeit. <https://www.firstshowing.net/2019/adam-devine-loves-his-phone-too-much-in-fun-first-trailer-for-jexi/>**

## 10. Future Meetings

- 23 October, 11:00 AM – 12: 30 PM (EDT)
- 27 November, 11:00 AM – 12: 30 PM (EST)
- 18 December, 11:00 AM – 12: 30 PM (EST)

## 11. Adjourn

The meeting was adjourned at 12: 12 PM

**Attendees:**

Last Name	First Name	Affiliation	Role	Officer
Adams	Elizabeth	Self	NVM	
Bahn	Christy	IEEE-SA	S	
Bell	Ken	BDO Canada LLP	V	
Bennet	Scott	Quality Craft	NVM	
Bennet	Karen	Unaffiliated	V	Secretary
Bland	Ben	Sensum	V	Chair
Burke	Alexander	Unaffiliated	V	
Chang	Shane	nuTonomy Inc.	V	
Chaun	Ching-Hua	University of Miami	V	
Cobansoy	Gokce	Independent	NVM	
David	Jack	PwC London Cybersecurity Practice	V	
Ferraro	Angelo	University of South Carolina	V	
Gunsch	Gregg	Self-Affiliated	V	Vice- Chair
Ignatyeva	Olga	IPERF Institute	NVM	
Ikramulla	Faiz	faizikramulla@gmail.com	NVM	
Kaliwo	Kondaine	NITEL	V	
Marsh	Allison	University of South Carolina	V	
McKeown	Gary	Queen's University Belfast	NVM	
McStay	Andrew (Andy)	Bangor University, UK	V	
Morgan	Lisa	Self	V	
Mueller	Joshua	Johns Hopkins Applied Physics Lab	V	
Nester	Jade	GSMA	V	
Ricanek	Karl	Lapetus Solutions Inc. and University of North Carolina Wilmington (UNCW)	NVM	
Rivas	Pablo	Marist College	NVM	
Shalzy	Hassan Al	Unaffiliated	V	
Shimo	Sumiko	Hofstede Insights	V	

Soper	Randy	U.S. Defense Intelligence Agency	V	
Stratton	Robert	Polymathics, LLC	V	
Weiss	Jonas	IBM Research GmbH Switzerland	V	
Wu	Pomin	TrustableAI	V	

<b>Role Legend</b>	<b>V = Voting Member</b>	
	<b>NV = Non-voting Member</b>	
	<b>S = Staff</b>	