

**IEEE P7014 Working Group Meeting
Notes
23 October 2019 / 11:00 AM – 12:00 PM (EDT)
Teleconference**

Meeting Minutes recorded by Karen Bennet Working Group Secretary

1. **Call to Order**
 - The meeting was called to order at 11:04 AM. EST
2. **Roll Call of Individuals & Declaration of Affiliation**
 - A quorum was not established. A list of attendees at end of email
3. **Approval of Agenda**
 - We never reached a quorum of 25 WG Voting members on the call to get approval
4. **Approval of 28th September Meeting Minutes**
 - We never reached a quorum of 25 WG Voting members on the call to request approval
5. **IEEE Patent Policy: [Call for Patents](#)**
 - The call for patents raised; no concerns or any comments for consideration
6. **Chair Update**
 - **Berlin Writing Session Update**
 - **Draft:**
<https://drive.google.com/file/d/19wsK-sh-RhrgE76KIRRp73akGwQitdyL/view?usp=sharing>
Ben Bland, walked through the IEEE P7014 Working document created in Berlin and next steps were established
 - There was a suggestion to create sub groups to enhance further creation of the appropriate sections in the draft document. There were 6 *Subgroups formed*
(<https://iee-SA.meetcentral.com/7014/doc/WzIsNjYzNjAwMD>)

7. **Guess Speaker :** Ali Hessami from P7000 (Chair, IEEE Systems Council Chapter, UK & Ireland // Chair & Technical Editor, IEEE P7000 Standard // VC, IEEE Ethics Certification Programme (ECPAIS)) provided some input on how P7000 operations^o (They use a process map and issue tracker)
8. **Secretary Update:**
 - Karen walked through [summary Lessons Learned](#) from other P7xxx WGs at the Berlin Wiring Session
9. **New Business**
 - Technical Editor has been assigned to P7014 I WG: please welcome Catherine Berger
 - Initial feedback (from Christy) from Berlin Wiring Sessions was it was well received. but IEEE don't know if there will be another meeting scheduled in the future
10. **Future Meetings**
 - 27 November, 11:00 AM – 12: 30 PM EDT
 - 18 December, 11:00 AM – 12: 30 PM EDT
11. **Adjourn** - The meeting was adjourned at 12: 15 PM

Attendee List	Last Name	First Name	Affiliation	Status (V-Voting, NV – Non Voting, S-Staff)
1	Bell	Ken	BDO Canada LLP	V
2	Bennet	Karen	Unaffiliated	V
3	Bland	Ben	Sensum	V
4	Boots	Bryan	Unaffiliated	V
5	Burke	Alexander	Unaffiliated	V
6	Chang	Shane	nuTonomy Inc	V

7	Chaun	Ching-Hua	University of Miami	V
8	Ferraro	Angelo	University of South Carolina	V
9	Gottehrer	Gail	Law Office of Gail Gottehrer LLC	V
10	Gunsch	Gregg	Self-Affiliated	V
11	Hailey	Vicky	VHG	V
12	Kaliwo	Kondaine	NITEL	V
13	Marsh	Allison	University of South Carolina	V
14	McStay	Andy	Bangor University, UK	V
15	Mueller	Joshua	Johns Hopkins Applied Physics Lab	V
16	Nester	Jade	GSMA	V
17	Schwarz	Daniel	ITD-GBS Tokyo	V
18	Shalzy	Hassan Al	Unaffiliated	V
19	Shamun	Ido	The Elegant Monkeys Ltd.	V
20	Shimo	Sumiko	Hofstede Insights	V
21	Soper	Randy	U.S. Defense Intelligence Agency	V
22	Vezy	Camille	Unaffiliated	V

23	Weiss	Jonas	IBM Research GmbH Switzerland	V
24	Wilkins	Maurice	Yokogawa Electric Corporation	V
25	Adams	Elizabeth	Self	NVM
26	Bennet	Scott	Quality Craft	NVM
27	Burkhardt	Felix	audEERING GmbH	NVM
28	Hantke	Simone	audEERING GmbH	NVM
29	Iftekharuddin	Khan	Old Dominion University	NVM
30	McKeown	Gary	Queen's University Belfast	NVM
31	Ptaszynski	Michal	Kitami Institute of Technology	NVM
32	Rivas	Pablo	Marist College	NVM
33	Schuelke-Leech	Beth-Anne	University of Windsor	NVM
34	Olugbade	Temitayo	University College London	NVM
35	Eyben	Florian	audEERING GmbH	NVM
36	Hessami	Ali	Vega Systems	NM
37	Wang	John	TBD	NM
38	Bahn	Christy	IEEE-SA	S