

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

recorded by Karen Bennet Working Group Secretary

1. **Call to Order**
 - The meeting was called to order at 16:05 GMT (11: 05 AM. EST)
2. **Roll Call of Individuals & Declaration of Affiliation**
 - A quorum was established. List of attendees at end of email.
3. **IEEE Patent Policy: [Call for Patents](#)**
 - The call for patents raised; no concerns or any comments for consideration
4. **[IEEE SA Copyright Policy](#)**
 - The Copyright policy raised; no concerns or any comments for consideration
5. **Approval of Agenda**
 - Agenda was approved by Alexander Burke and seconded by Ken Bell
6. **Approval of 23th October Meeting Notes**
 - Meeting Notes were approved by Ken Bell and seconded by Pablo Rivas
7. **Chair Update**
 - Ben walked us through approach we are going to use for P7014 SubGroups
 - Ben reminded us where to find theDraft Standard document (Link: [:https://iee-SA.imeetcentral.com/p/aQAAAAAD_xXv](https://iee-SA.imeetcentral.com/p/aQAAAAAD_xXv))

8. Secretary Update:

- Karen mentioned that we now have a [Infrastructure](#) web page up on iMeet which contains Meeting Schedule. Previous Minutes/Note and Agenda, [Membership Roster](#) , [Milestone](#), [Issue Tracker](#) (logged tasks) and other documents
- Karen also restated the IEEE rules for how to become a voting Member of a WG

9. Subgroup Updates (ongoing information)

- P7014-001: Use Cases (Randy gave an update and full details posted to iMeet [here](#))
- P7014-002: Framework Structure (Daniel gave an update and details posted iMeet [here](#))
- P7014-003: Monitoring Afterwards (Elizabeth gave an update and questionnaire posted to iMeet [here](#))
- P7014-004: Technology Ethics (Ido gave an update and details posted to iMeet [here](#))
- P7014-005: Stakeholder Framework (Ben gave an update and asked if this group has a leader and members)
- P7014-006: Defining Empathy(Ben gave an update in Andy's absence and posted to iMeet [here](#))
- P7014-007: Ethical Explainability (Ben gave an update in Andy's absence and posted to iMeet [here](#))

10. New Business

- Discussed alternative times for meeting to accommodate world wide time zones
 - **Decision:** Alternate Start time between 10 AM ET and 11 AM ET to try for Dec and January Meetings

11. Future Meetings

- 18 December, 15:00 -16:30 UTC (10:00 – 12: 30 PM EST) **NOTE: Change in Time/ Day from usual.**
- 22 January, 16:00-17:30 UTC (11:00 AM – 12: 30 PM EST)
- 26 February, 15:00-16:30 UTC (10:00 AM – 12: 30 PM (EST) **NOTE: Change in Time/ Day from usual.**

12. Adjourn - The meeting was adjourned at 17::05 GMT (12: 05 PM. EST)

Membership Roster for 27 November Meeting

****Please review and let me know of any issues**

Attendee List	Last Name	First Name	Affiliation	Status (V-Voting, NV – Non Voting, S-Staff) at f 27 November Meeting
1	Bell	Ken	BDO Canada LLP	V
2	Bennet	Karen	Unaffiliated	V

3	Bland	Ben	Sensum	V
4.	Bolster	Andrew	AlertLogic	V
5	Burke	Alexander	Unaffiliated	V
6	Chang	Shane	nuTonomy Inc	V
7	Chaun	Ching-Hua	University of Miami	V
8	David	Jack	PwC London	V
9	Doswell	Jayfus	The Juxtopia Group, Inc.	V
10	Goviraboyina	Soma Sekhar	Geethanjali College of Engineering and Technology, India	V
11	Gunsch	Gregg	Self-Affiliated	V
12	Hailey	Vicky	VHG	V
13	Marsh	Allison	University of South Carolina	V
14	Morrison	Gawain	Sensum	V
15	Mueller	Joshua	Johns Hopkins Applied Physics Lab	V
16	Orozco	Elda	Unaffiliated	V
17	Pavlisca	Pamela	Pratt Institute, NY	V
18	Sanz	Ricardo	Universidad Politecnica de Madrid, Spain	V
19	Schwarz	Daniel	ITD-GBS Tokyo	V

20	Shalzy	Hassan Al	Unaffiliated	V
21	Shamun	Ido	The Elegant Monkeys Ltd.	V
22	Shimo	Sumiko	Hofstede Insights	V
23	Soper	Randy	U.S. Defense Intelligence Agency	V
24	Stratton	Robert	Polymathics, LLC	V
25	Weiss	Jonas	IBM Research GmbH Switzerland	V
26	Wilkins	Maurice	Yokogawa Electric Corporation	V
27	Adams	Elizabeth	Self	NVM
28	Bennet	Scott	Quality Craft	NVM
28	Dajani	Lubna	Self	NVM
29	Dixon	Pamela	World Privacy Forum	
30	Hantke	Simone	audEERING GmbH	NVM
31	Iftekharuddin	Khan	Old Dominion University	NVM
32	Ikramulla	Faiz	Southern Methodist Univ. / Hubbell Inc.	NVM
33	McKeown	Gary	Queen's University Belfast	NVM
34	Ptaszynski	Michal	Kitami Institute of Technology	NVM

35	Rivas	Pablo	Marist College	NVM
34	Olugbade	Temitayo	University College London	NVM
35	Ayesh	Aladdin	De Montfort University	NM
36	Griffin	Danielle	TBD	NM
37	Oliver	Janine	TBD	JM
38	Bahn	Christy	IEEE-SA	S