

IEEE P7000 Working Group Meeting
Draft Meeting Minutes
4 November, 2016 / 9:00 A.M. – 12:00 P.M. EST
Teleconference

1. Call to Order

The meeting was called to order by John C. Havens, Chair at 9:00 A.M. EST.

a. Introduction and Affiliation Declarations

Roll call was done and attendees stated their names and affiliations

2. Roll call of Individuals (Working Group Establishment)

The working group was established. All participants on the call asked to be a part of the working group. (The list of attendees is attached).

3. Approval of WG Policies and Procedures (P&P)

John noted the working group policies and procedures have been put into place by the Software and Systems Engineering Committee. He asked the group to review. Christy Bahn will send the P&Ps to the WG members. Sara Jordan moved to approve the WG P&Ps. ***Motion to approve the Software and Systems Engineering Committee Working Group Policies and Procedures.*** (Approved without objection).

4. Approval of Agenda

John C. Havens reviewed the agenda. Leandros Maglarars moved to approve the agenda. The agenda was approved as submitted without objection.

5. IEEE Patent Policy – Call for Patents

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

6. Establishment of Officers

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

John explained to the working group that he was appointed as the working group Chair by the Sponsoring Committee, Software and Systems Engineering. John noted the position for Vice-Chair and Secretary are open and they would be receiving more details on the Call for Nominations from Christy Bahn.

7. Introduction to Feedback Review

a. Outline Feedback and Critique

Sarah thanked those that have sent in their feedback, questions and concerns. This information was put into a word document for easy tracking. Sarah reviewed the document. Sarah asked the group to review the document further when they have a chance.

John mentioned the Conformity assessment certification process will be started around the same time. Someone from the group asked if the Standard will be openly available. John said this is something he will look into for further clarification.

Dina noted it would be helpful to receive the meeting materials a week before the meeting for everyone to review. John and Sarah both said yes this could be done. There is a collaboration tool called iMeet Central that the working group can use. Working group members will have access to this tool and can start posting documents. This includes case studies, education material and phase-based literature.

John presented the P7000 outline Working Group Cycle Interest document. He noted that these phases could change. Forum sub groups aligning to the phases will be formed after the second working group meeting. Anyone can be a part of any of those sub groups. Sub group names can also be changed as needed. People in sub groups will help collect research focused on their phases and talk about relevant issues regarding how phase work fits into the overall outline and draft of P7000.

Phase groups will not make any final determinations. They will bring their findings to the main working group where they will be voted on amongst the working group members, if items call for a vote. John mentioned that sub groups will follow the same working group policies and procedures as the main Working Group.

Noah Brodbeck and Jared Bielby may present at the next working group meeting on Ontology research (Christy to provide Noah with Jared's email address).

8. Moving Forward

Sarah asked if you already know of a phase you want to be involved in, even if it's phase 4, to start uploading any materials you may have to use towards that phase.

John recommended to those on the call to read the BSI standard on Robotics.

9. Final Questions

10. New Business

11. Future Meetings

John asked the group to review the meeting document. It is a draft calendar for the next 2 ½ years.

12. Adjourn

Meeting was adjourned at 12:09 P.M.

Attendees:

Last Name	First Name	Employer/Affiliation
Amalraj	Priscilla	IEEE
Asaro	Peter	The New School
Ayyash	Moussa	Chicago State University
Beetem	James	Brass Word Publishing
Berenbach	Brian	Georgia Institute of Technology
Bielby	Jared	International Center for Information Ethics
Boddington	Paula	University of Oxford
Brodbeck	Noah	Datalink, Inc.
Cath	Corinne	ARTICLE 19 & University of Oxford
Daine	Ashwin	Individual
Gillespie	Tony	Robotics and Automation
Glamocanin	Vlastimir	Saints Cyril and Methodius University of Skopje
Gray	Lewis	Abelia Corporation
Hailey	Victoria	VHG-The Victoria Hailey Group Corporatio
Hall	Philip	The University of Melbourne, Australia
Havens (Chair)	John	The Global Initiative for Ethical Considerations in the Design of Autonomous Systems
Jackson	Angela	Consultant
Jordan	Sara	School of Public & International Affairs of Virginia Tech
Kanevskaia	Olia	Tilburg University
Kienast	Edmund	Australian Digital Health Agency
LaMuth	John	JLM Mediation Service
Long	Carol	Self
Maglaras	Leandros	De Montfort University, U.K.
Mohan	Preeti	Individual
Nguyen	Carolyn	Microsoft
Prassler	Erwin	B-IT Bonn-Aachen International Center for Information Technology Applied Science Institute & Locomotec GmbH

Raghavan	Sridhar	Consultant
Roth	Aaron	Digital Reasoning OR Self???
Salah	Dina	Sadat Academy for Management Science
Searing	Donald	Syncere Systems, LLC
Sloan	Michael	Lewis University
Spiekermann	Sarah	Vienna University of Economics and Business at the Institute of Managing Information Systems
Underwood	Mark	Krypton Brothers
Van Dyne	Colette	Microsoft
van Wynsberghe	Aimee	University of Twente and President of the Foundation for Responsible Robotics
Verma	Nishchal	Indian Institute of Technology Kanpur, India
Winkler	Till	Vienna University of Economics and Business at the Institute of Managing Information Systems
Bahn **	Christy	IEEE-SA (staff)
Goldberg **	Jonathan	IEEE-SA (staff)

* *Non-voting attendees*

** *IEEE staff*