

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

1. Call to Order

The meeting was called to order at 9:00 am.

2. Roll call and Disclosure of Affiliation

Attendees present stated their name and affiliation

3. Call for Patents

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

4. Approval of Agenda

Motion to approve the meeting agenda. Victoria Hailey moved to approve the agenda; Phil Hall seconded. The agenda was approved as submitted without objection.

5. Approval of 4 November 2016 meeting minutes

Motion to approve the minutes from November 4, 2016 working group meeting. Jared Bielby moved to approve; Priscilla Amalraj seconded. Approved without objection.

6. Presentation by Sarah Spiekermann (aprx 9:30 – 10:50)

- a. E-SDLC Phase 1 as an introduction to P7000 Outline
- b. Q&A / Discussion

7. Presentation by Annette Reilly (aprx 11:00 – 11:45)

- a. ISO IEC IEEE15288 Introduction, re: alignment to P7000
- b. Q&A / Discussion

8. Discussion regarding “Important Comments” document (N/A)

This was not discussed due to time constraints but John C. Havens noted that the information can be found on the P7000 iMeet central workspace with the helpful files.

9. Discussion, re: Next Step Working Group Assignments

- a. Led by John C. Havens
- b. First subgroup meeting date/agenda announced
- c. WG Members wishing to work on Phase One should join

10. New Business

John noted that two new working groups were just approved at the December SASB Meeting; P7001 and P7002.

A subgroup was created for Phase 1. A doodle poll will be sent out to the individuals that expressed interest in this phase for the 1st meeting.

Charging money for P7000 was a question presented by some WG Members discussed by John at the end of the meeting. John pointed out that IEEE-SA will be working out details on these specifics based on how P7000 develops. However, in general:

- There will likely be a free, read-only version of the Standard
- As this WG is also creating certification for P7000, the revenue generated from that process may allow IEEE-SA to release P7000 (the Standard) for free.
- These specifics will continue to be discussed over the coming months.

John noted that Sarah Spiekermann was nominated to the Working Group Vice-Chair position and accepted the role. Christy Bahn will continue to be the Working Group Secretary.

11. Dates for upcoming WG Meetings

- Thursday, 19 January 2017
- Tuesday, 7 March 2017

12. Adjourn

Meeting adjourned at 11:58 P.M.

Attendees:

Last Name	First Name	Employer/Affiliation
Amalraj	Priscilla	IEEE
Beetem	James	Brass Word Publishing
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
Di Maio *	Paula	EuroSPES Fellow
Gillespie	Tony	Robotics and Automation
Glamocanin	Vlastimir	Saints Cyril and Methodius University of Skopje
Gray	Lewis	Abelia Corporation
Haidegger *	Tamas	Obudda University
Hailey	Victoria	VHG-The Victoria Hailey Group Corporatio
Hall	Philip	The University of Melbourne, Australia
Hassami *	Ali	CENELEC
Havens (Chair)	John	The Global Initiative for Ethical Considerations in the Design of Autonomous Systems
Jordan	Sara	School of Public & International Affairs of Virginia Tech
LaMuth	John	JLM Mediation Service
Long	Carol	Self
Maglaras	Leandros	De Montfort University, U.K.
McAliley *	LaMont	JLM Mediation Service
Michael *	Katina	University of Wollongong & IEEE Technology and Society Magazine EIC
Mohan	Preeti	Individual
Murahwi *	Zvikomborero	Services Sector Education Authority in Johannesburg, South Africa
Nguyen	Carolyn	Microsoft
Prassler	Erwin	B-IT Bonn-Aachen International Center for Information Technology Applied Science Institute & Locomotec GmbH
Raghavan	Sridhar	Consultant
Reilly *	Annette	Unaffiliated
Ring *	Jack	International Council for Systems Engineering
Salah	Dina	Sadat Academy for Management Science
Spiekermann	Sarah	Vienna University of Economics and Business at the Institute of Managing Information Systems
Van Dyne	Colette	Microsoft
Vargas *	Patricia	Heriot-Watt University
Verma	Nishchal	Indian Institute of Technology Kanpur, India
Victor *	Michelle	Penn-State (Student)
Winkler	Till	Vienna University of Economics and Business at the Institute of Managing Information Systems

Goldberg **	Jonathan	IEEE-SA (staff)
Alvarado **	Natasha	IEEE-SA (staff)

* *Non-voting attendees*

** *IEEE staff*