

**IEEE P7000 Working Group Meeting
Draft Meeting Minutes
19 January, 2017 / 9:00 A.M. – 12:00 P.M. EST
Teleconference**

1. Call to Order

The meeting was called to order at 9:05.

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. Moussa moved to approve the agenda; Priscilla seconded. The agenda was approved as submitted without objection.

5. Approval of 16 December 2016 meeting minutes

Motion to approve the minutes from December 16, 2016 working group meeting. The minutes from the December 16, 2016 working group meeting were approved without objection.

John thanked the group for the work that is being done so far. He knows it is a lot to take on and could be challenging.

6. Phase One Chat Comments – Feedback from last WG Meeting (PPT)

- a. Sarah Spiekermann

Sarah presented her slides. She asked the group to please use the chat box if there are questions or to start a discussion. It was noted that the presentation is from the comments that were received at the December meeting. Sarah reviewed the 10 challenges.

7. Values Terms – Where we stand today (Excel)

- a. Presentation from Sara Jordan and Jared Bielby
- b. Goal is to create a working glossary

The purpose of the spreadsheet is to identify what terms the working group can use to start with in order to build a set of core ethic terms, to build a glossary. Sara reviewed each of the columns and how they were developed.

Sara asked the group what other text, lists, sources do you want to see included in the spreadsheet? She asked to email this information to herself, John or Christy.

Vicky Hailey noted that there are no negatives in the list and thought they should be included. Sara agreed and said she would correlate the negatives.

John thanked Sarah and Jared for their work on this.

8. Presentation, re: Phase One Survey Results

a. Till Winkler and Sarah Spiekermann

John noted that the work in the phase one subgroup has been brought to the main working group for review. John noted if you are not involved in the subgroup and would like to be to let him know.

A survey was done within the subgroup and one will be done for the entire working group. John reviewed the phase 1 subgroup 5 survey questions.

A number of essential processes and activities were identified, which need to be specified in P7000's 1st stage. The answers to the survey also provided insights into roles to make P7000 efforts a success.

9. Discussion, re: Important Comments doc (updated)

a. *As time permits*

Due to time agenda items 9 and 10. b did not occur. These items will be rescheduled for the next working group meeting.

10. Discussion, re: Next Steps

a. Next Subcommittee Meeting (Date TBD). John noted he would work with Sarah Spiekermann, Sara Jordan, John LaMuth and Jared Bielby on when the next meeting is. John noted again, anyone can join the group.

b. John LaMuth Presenting

11. New Business

12. Dates for upcoming WG Meetings

- Tuesday, 7 March 2017
- Friday, 14 April 2017

13. Adjourn

Meeting was adjourned at 11:53 p.m.

Attendees:

Last Name	First Name	Employer/Affiliation
Amalraj	Priscilla	IEEE
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.
Daine	Ashwin	Individual
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
Hassami	Ali	Vega Systems-UK
Havens (Chair)	John	The Global Initiative for Ethical Considerations in the Design of Autonomous Systems
Hemmer *	Michael	Advisian
Jackson	Angela	Consultant
Jordan	Sara	School of Public & International Affairs of Virginia Tech
LaMuth	John	JLM Mediation Service
Maglaras *	Athanasios	Techological Educational Institute (T.E.I.) of Thessaly, Greece
McAliley	LaMont	JLM Mediation Service
Michael	Katina	University of Wollongong & IEEE Technology and Society Magazine EIC
Murahwi	Zvikomborero	Services Sector Education Authority in Johannesburg, South Africa
Nguyen	Carolyn	Microsoft
Raghavan	Sridhar	Consultant
Reilly	Annette	Unaffiliated
Ring	Jack	International Council for Systems Engineering

Salah	Dina	Sadat Academy for Management Science
Santos-Lang *	Chris	
Spiekermann	Sarah	Vienna University of Economics and Business at the Institute of Managing Information Systems
Underwood	Mark	Krypton Brothers
Vargas	Patricia	Heriot-Watt University
Verma	Nishchal	Indian Institute of Technology Kanpur, India
Victor	Michelle	Penn-State (Student)
Wagner *	Alan	The Pennsylvania State University
Winiiecki *	Don	Boise State University, College of Engineering
Winkler	Till	Vienna University of Economics and Business at the Institute of Managing Information Systems
Wunderlich *	John	Independent Consultant
Zgrzebnicki *	Pawel (Paul)	University of Social Sciences and Humanities, Warsaw, Poland.
Bahn **	Christy	P7000 Working Group Secretariat / IEEE-SA (staff)
Orlando **	Nicholas	IEEE-SA (staff)

* *Non-voting attendees*

** *IEEE staff*