

**IEEE P7000 Working Group Meeting**  
**Draft Minutes**  
**3 November 2017 / 9:00 A.M. – 12:00 P.M. (EDT)**  
**Teleconference**

**1. Call to Order**

The meeting was called to order at 9:06 AM

**2. Roll call and Disclosure of Affiliation**

The attendee list of those present is attached.

**3. Approval of Agenda**

***Motion to approve the meeting agenda.*** The agenda was approved as submitted without objection.

**4. Call for Patents ([Patent Policy](#))**

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

**5. Approval of September 2017 meeting minutes**

***Motion to approve the minutes from September, 2017.*** The minutes from the September, 2017 meeting were approved without objection.

**6. Draft Updates:** Sarah Spiekermann, Vice-Chair

a. **Q&A**

Sarah walked the group through the October D2 draft. Sarah noted the introduction will be re-worked. The definitions/terms will continue to evolve as the draft is improved. Sarah also noted the risk management needed to be refined.

Sarah pointed out in different sections of the draft that are related to the proposed subgroups. Sarah quickly reviewed the subgroup spreadsheet.

**7. Process Discussion:** John Havens, Chair and Sarah Spiekermann, Vice-Chair

a. **Q&A**

John noted that comments from WG members that were submitted officially and timely in iMeet have been included in the draft. John apologized that it was not possible to include ideas that reached him and Sarah after the deadline and that were not officially submitted via iMeet.

The current draft and additions made to the standard are not yet officially approved. Like the comments, WG members will be submitting over the next few

months, these are all comments to be considered and potentially added as the draft text for Draft 3.0. Approval will occur successively at the WG meeting(s) with quorum amongst the voting members of the WG when consensus is reached.

Sarah, Noah, and Sanja formed a team to add comments from the aggregate team of WG members assembled at the face-to-face meeting. This also included recommended changes for content to be moved from one portion of the text somewhere else in the draft. As with the comments from WG members, none of these changes are final.

John reviewed the comment form. He noted comments must be submitted via the comment form. A more detailed process on this will follow at the December or January meeting.

John noted that the role of Technical Editor needs to be filled. He noted that any WG member can volunteer for the role. John shared with the group Ali Hessami has expressed interest in the role. Noah and Sara noted they had an interest in assisting Ali as part of an editing team. There was a motion to approve Ali as the WG Technical Editor. A ballot was conducted on the call. Ali was approved as the WG Technical Editor.

## 8. Subgroups

- a. **Review subgroup document: Timeline, Scope, and Deliverables**
- b. **Approval of subgroups**
- c. **Appointment of subgroup Chairs**

Due to time constraints this item could not be discussed. The WG discussed holding a second meeting to review the proposed subgroups. Christy will work with the WG officers on a November date and will distribute an announcement and agenda.

## 9. New Business

### 10. Dates for upcoming WG Meetings

- 15 December, 2017 / 9:00 AM – 11:00 AM (EDT)
- 26 January 2018 / 9:00 AM – 11:00 AM (EDT)
- 9 March 2018 / 9:00 AM – 11:00 AM (EDT)

### 11. Adjourn

The meeting was adjourned at 12:10 PM

#### *Attendees:*

Novotny	Alexander	Independent	x
Ayyash	Moussa	Chicago State University	
Beetem	James	Brassword Enterprises LLC	

		HSR Hochschule für Technik Rapperswil/Switzerland	
Bohr	Barbara		
Brodbeck	Noah	Self	x
Di Maio	Paula	Systemica	x
Gillespie	Tony	Robotics and Automation	x
Glover	Leon	LJ Wine Products Inc.	
Gray	Lewis	Abelia Corporation	x
Hailey	Victoria	VHG-The Victoria Hailey Group Corporation	x
Hall	Philip	The University of Melbourne, Australia	x
		The Global Initiative for Ethical Considerations in the Design of Autonomous Systems	
Havens (Chair)	John		x
Jackson	Angela	Consultant	x
		School of Public & International Affairs of Virginia Tech	
Jordan	Sara		x
Kienast	Edmund	Australian Digital Health Agency	x
Light	Gerri	Western Governors University	
Long	Carol	Independent	x
McAliley	LaMont	Noblis	
		Services Sector Education Authority in Johannesburg, South Africa	
Murahwi	Zvikomborero		x
Raghavan	Sridhar	Independent	x
Rumbold	John	Nottingham Trent University	
Salah	Dina	Sadat Academy for Management Science	x
Santos-Lang	Chris	Independent	
Underwood	Mark	Krypton Brothers	x
van Biljon	Peet	BMNP Strategies LLC	
		Pennsylvania State University Applied Research Laboratory	
Victor	Michelle		x
Wagner	Alan	The Pennsylvania State University	
		University of Social Sciences and Humanities, Warsaw, Poland	
Zgrzebnicki	Pawel		x
Bahn	Christy	P7000 Secretariat /IEEE-SA (staff)	