

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

1. Call to Order

The meeting was called to order at 9:04 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. Chairs Remarks, John Havens

a. Technical Editor Announcement

John announced that Ali Hessami has been voted in as the Technical Editor.

6. Subgroup Establishment Proposal

a. Subgroup proposal presentation, Sarah Spiekermann

b. Open Discussion

Sarah shared her presentation with the group.

Lewis noted subgroups 1, 5 and 8 have a common problem.

Peet said we want as few groups as possibly. Create fewer groups, 3-4

subgroups are optimal from a coordination perspective. He also noted how the group keeps coming back to subgroups 1, 5 and 8. There are overlaps.

Vicky agrees with Peet; keep it simple with fewer subgroups. She noted a

terminology subgroup is needed. As they stand now there is too much complexity in these subgroups.

Noah stated he sees a link between subgroups 2, 6, 7 and 10.

There was a lot of discussion on combining the subgroups.

Motion is to combine and form the following subgroups. Annette Reilly proposed; Noah Brodbeck seconded. (Yes - 12, No – 0, Abstain – 0). Motion passed.

- Combine proposed subgroups 1, 5 and 8.
- Combine proposed subgroups 2 and 7.
- Combine proposed subgroups 3 and 4.
- Combine proposed subgroups 6 and 10.

After the motion was passed, the working group members discussed naming the subgroups and agreed on the following:

- Combined subgroups 1, 5 and 8 is the **Ethics** subgroup.
- Combined subgroups 2 and 7 is the **Systems and their Stakeholders** subgroup.
- Combined subgroups 3 and 4 is the **Risk** subgroup.
- Combined subgroups 6 and 10 is the **Process** subgroup.

John noted that when the motion passed to combine and form the subgroups, they also adopted the scopes from the proposed subgroups. Subgroups can bring back a recommendation back to the WG if necessary for review and vote on the scope.

7. 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)

8. Adjourn

Attendees:

Last Name	First Name	Employer/Affiliation	Voting
Beetem	James	Brassword Enterprises LLC	x
Brodbeck	Noah	Self	x
Daine	Ashwin	Independent	x
Gillespie	Tony	Robotics and Automation	x
Gray	Lewis	Abelia Corporation	x
Haidegger	Tamas	Obudda University	
Hailey	Victoria	VHG-The Victoria Hailey Group Corporation	x
		The Global Initiative for Ethical Considerations in the Design of Autonomous Systems	
Havens (Chair)	John	Autonomous Systems	x
Hessami	Ali	Vega Systems-UK	x
Jackson	Angela	Consultant	x
Lewis	Ruth	Swinburne University of Technology	
Light	Gerri	Western Governors University	

Murahwi	Zviko	Independent	x
Novotny	Alexander	Independent	
Reilly	Annette	Unaffiliated	x
Salah	Dina	Sadat Academy for Management Science	x
Santos-Lang	Chris	Independent	
Spiekermann (Vice-Chair)	Sarah	Vienna University of Economics and Business	x
van Biljon	Peet	BMNP Strategies LLC	
Victor	Michelle	Pennsylvania State University Applied Research Laboratory	x
Wagner	Alan	The Pennsylvania State University	
Bahn	Christy	P7000 Secretariat /IEEE-SA (staff)	
Goldberg	Jonathan	IEEE-SA (staff)	