

**IEEE P7000 Working Group Meeting  
Draft Agenda  
26 January 2018 / 9:00 A.M. – 11:00 A.M. (EST)  
Teleconference**

**1. Call to Order**

The meeting was called to order at 9:01 A.M. Sarah Spiekermann Chaired the call.

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

Attendees present on the call is attached.

**3. Approval of Agenda**

***Motion to approve the meeting agenda.*** (Mover: Ali, Second: Noah). 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 November 3<sup>rd</sup> 2017 Meeting Minutes**

**6. Approval of November 28<sup>th</sup> 2017 Meeting Minutes**

**7. Approval of December 15<sup>th</sup> 2017 Meeting Minutes**

***Motion to approve the November 3<sup>rd</sup>, November 28<sup>th</sup> and December 15<sup>th</sup> meeting minutes.*** (Mover: Noah, Second: Ali) The November 3<sup>rd</sup>, November 28<sup>th</sup> and December 15<sup>th</sup> meeting minutes were approved as submitted without objection.

**8. Report from preliminary Subgroup Meetings**

**a. Ethics, Sarah Spiekermann**

Sarah provided an update. At the first subgroup meeting, the group agreed on administrative items; meeting time, length and day of the week. Sarah presented 3 sections to the group were several questions and concerns were raised. If you are interested in joining the Ethics subgroup, please reach out to Sarah.

**b. Process, Noah Brodbeck**

Noah noted the first subgroup meeting took place on January 15<sup>th</sup>. They have had 2 meetings. The subgroup also discussed administrative items at their kick-off meeting. Noah presented the zachman schema proposal to the subgroup. They have had constructive meetings about how to organize information within the group and info created by the various subgroups. There are ideas that they

want to bring to the other subgroups as well as the WG.

Taking on an implied process. Current standard has three core processes. Consider potentially applying process methodologies to see how it works. They are brainstorming. If it works well the subgroup would bring this forward to the main WG.

If you are interested in the Process subgroup, please contact Noah.

c. **Risk, Ali Hessami**

Ali provided an updated. The first meeting took place on January 16<sup>th</sup>. The group reviewed the approved scope of the subgroup. There was basic agreement on the scope and deliverables based on the draft baseline, this will be the start for initial discussions. They also developed a baseline document highlighting sections 10 and 11 that is in the risk territory. Ali extended an invite to the entire WG to join the subgroup if you are interested.

d. **SoSS, Annette Reilly**

Annette was not in attendance. Vicky provided a brief report on behalf of Annette. The subgroup met on January 23<sup>rd</sup>. The tasks of the subgroup and the scope was reviewed. The group also reviewed 4 preliminary problem statements; system boundaries and control of stakeholders and organizational roles, responsibilities and follow-on test revisions. Subgroup milestone were presented.

If you are interested in joining the SoSS subgroup, please contact Annette.

## 9. Subgroup Establishment Proposal, Ontology

a. **Open Discussion**

Sara Jordan opened up the discussion. She spoke about the relationship between the [Glossary](#) for Discussion of Ethics of Autonomous and Intelligent Systems of the IEEE Global Initiative for Ethically Aligned Design and the proposed Ontology subgroup. There is concern of the imposition of the glossary that would interrupt the workflow of P7000. The glossary was brought into P7000 as a starting point. These are not the P7000 definitions. The purpose is a service. It's a repository of definitions, pulled from literature. Extensive review and time went into the glossary. Sara noted there is no expectation that you have to use the glossary.

Chris noted P7000 could develop this section of terms, even if we don't display it. We should compare those terms in the glossary. The concepts we have in mind are different than the glossary, we determine different concepts.

Gisele asked the group if they looked at the glossary. She noted the work done there is useful and works as a wonderful baseline. We should go to this glossary and see how it works towards what we need. It's a starting point and work we didn't have to do. It's a complement to what P7000 is doing. There is a

tremendous amount of research that went into the glossary and they are referenced. Gisele encouraged everyone to look at the glossary.

Noah stated the ontology/terminology subgroup would be best utilized to use the glossary and use the terms we would use. Come up with a process we would use. It is not clear at this point as we go thought the subgroups, what our scope of the ontology would be. Inappropriate to rewrite the dictionary based on P7000 view.

Sarah S noted she took 15288 vocabulary as a baseline, there are a couple of words not in 15288, like value. She said this work should be continued in the subgroups. The subgroups develop the terms and look at what is in the glossary, are they matching with what we think should be done? Her suggestion is to be successful in the subgroups, develop and build the next draft. Mutually benefit from each other.

Ali noted that work has gone into the glossary already. It touches all of P70XX projects. Consistency. Makes sense for subgroups to concentrate on the concepts. Can communicate that concept with Sarah. What is the glossary that is closest to the concept without confusion. Bounce concepts off of each other, let's start with the work of the glossary.

Vicky said determine the terms and definitions within P7000. We understand the terms we are using in P7000. Independently, and in parallel. We cannot go forward if we do not know what we are talking about. The glossary is there to make our jobs easier but it is not there to replace it. She noted that most WGs have a terminology group. Everyone is talking the same language.

Sara J noted the glossary committee is related to the initiative but we are all volunteers.

Sri said he would rather have someone that is immersed in this subgroup. He does not see a danger in Sara leading this.

Tony asked why we could not take the EAD glossary as a starting point. Use that for subgroup work and have ontology subgroup at end to review problems from subgroups.

**Motion 1:** *Motion to create an Ontology Subgroup* (Mover: Vicky Hailey, Second: Sara Jordan).

Scope: To determine the terms and definitions potentially via an ontology of the vocabulary of P7000.

The motion was open for further discussion. Much of the discussion was around the scope.

**Motion 2:** *Motion to defer this until the next working group meeting until a scope is more defined.* (Mover: Tony)

The WG discussed the subgroup scope further and worked on improving it. Tony retracted his motion.

**Motion 3:** *Motion to create an Ontology Subgroup with the updated scope* (Mover: Sri Raghavan, Seconder: Chris Santo-Lang)

Scope: Investigate the alignment and divergences between the terms and definitions used between the subgroups, P7000 WG, and the glossary committee.

Yes: 7 / No: 5 / Abstain: 1

**The motion passed.**

## 10. New Business

### 11. Dates for upcoming WG Meetings

- 9 March 2018 / 9:00 AM – 11:00 AM (EST)
- 20 April 2018 / 9:00 AM – 11:00 AM (EST)

### 12. Adjourn

The meeting was adjourned at 11:00 AM (EST)

### *Attendees:*

Last Name	First Name	Employer/Affiliation	Voting
Brodbeck	Noah	Self	x
Gillespie	Tony	Robotics and Automation	x
Gray	Lewis	Abelia Corporation	x
Haidegger	Tamas	Obudda University	x
Hailey	Victoria	VHG-The Victoria Hailey Group Corporation	x
Hessami	Ali	Vega Systems-UK	x
Jordan	Sara	School of Public & International Affairs of Virginia Tech	x
Light	Gerri	Western Governors University	x
Novotny	Alexander	Independent	x
Raghavan	Sridhar	Independent	x
Reilly	Annette	Unaffiliated	x
Salah	Dina	Sadat Academy for Management	x

Santos-Lang	Chris	Science Independent	x
Spiekermann (Vice-Chair)	Sarah	Vienna University of Economics and Business	x
Underwood	Mark	Krypton Brothers	x
Bahn	Christy	P7000 Secretariat /IEEE-SA (staff)	