

**IEEE P7000 Working Group Meeting  
Draft Agenda  
16 March 2018 / 9:00 A.M. – 11:00 A.M. (EDT)  
Teleconference**

**1. Call to Order**

The meeting was called to order at 9:05 AM.

**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: Annette, Second: Alexander). 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 January 26<sup>th</sup> 2017 Meeting Minutes**

***Motion to approve the January 26<sup>th</sup> meeting minutes.*** (Mover: Ali, Second: Alexander) The January 26<sup>th</sup> meeting minutes were approved as submitted without objection.

**6. Review of Calendar for 2018 and Subgroup Reporting (*John C. Havens*)**

John reviewed the coordination of the next number of calls. He noted that if you want to talk further about specific items, join the relevant subgroup discussing those issues before the larger discussion at the main WG meeting.

The schedule is not meant to pressure the WG but to keep the work moving. The timeline is aggressive but it gives us a goal to move towards. John said that each of the subgroups when they start recommending content to be approved, the voting WG members will approve and vote on the content.

Ali noted as the Technical Editor he will assist with coordination and harmonization and coherence with the work. Our task is not re-write the baseline but to refine the work that is already there. There may be larger impacts, overlaps if there are changes, you can come to him with your text if you have concerns.

**7. Report from Ethics Subgroup (*Sarah Spiekermann*)**

Sarah presented on the overall of P7000 effort. She showed how the 4 subgroups

interact with each other.

## 8. Brief Status Report from remaining Subgroups

### a. **Systems of Systems and their Stakeholders**, Annette Reilly

Annette noted that consensus was reached on a number of issues and new potential topics have come up.

### b. **Risk**, Ali Hessami

At the last meeting the subgroup was asked to review sections of the draft with ISO 31000 and provide feedback. Ali noted the subgroup sessions are very collaborative.

### c. **Process**, Noah Brodbeck

Due to Noah being ill the group has not been meeting. Noah noted they are working on a process to record and align their work. They plan to present this to the WG and subgroup chairs.

## 9. Ontology Subgroup Update / New Subgroup Chair Discussion

John noted that Sara Jordan is unable to chair the group because of new level of work. The subgroup chair role is open. Vicky nominated Jack Ring. She noted he is doing some great work on this already. John will get in touch with Jack to see if he is interested in the position and accepts the subgroup chair role.

John asked that the subgroup meetings be posted in iMeet so individuals not in the subgroups can attend the calls. All WG members are invited to subgroup meetings.

## 10. New Business

### 11. Discussion, re: possibility of in-person meeting

John noted he would love to have another face-to-face meeting. We don't have funding to cover members cost. If there is an event where a lot of people are attending, maybe have the WG meeting there. Vicky noted that SSIT is having a conference in Washington 13-14. Vicky will speak to John off-line about this more.

### 12. Dates for upcoming WG Meetings

- 20 April 2018 / 9:00 AM – 11:00 AM (EDT)
- 1 June 2018 / 9:00 AM – 11:00 AM (EDT)
- 13 July 2018 / 9:00 AM – 11:00 AM (EDT)

### 13. Adjourn

The meeting was adjourned at 11:00 AM.

### *Attendees:*

Last Name	First Name	Employer/Affiliation	Voting
Abandoh-Sam	Joseph	Valleyview University	

Aiyer	Sriraj	University College London	
Beetem	James	Brassword Enterprises LLC	x
		HSR Hochschule für Technik	
Bohr	Barbara	Rapperswil/Switzerland	
Brodbeck	Noah	Self	x
Daine	Ashwin	Independent	x
Gray	Lewis	Abelia Corporation	x
		VHG-The Victoria Hailey Group	
Hailey	Victoria	Corporation	x
		The Global Initiative for Ethical	
		Considerations in the Design of	
Havens (Chair)	John	Autonomous Systems	x
Hessami	Ali	Vega Systems-UK	x
Jackson	Angela	Consultant	x
Kienast	Edmund	Australian Digital Health Agency	
Light	Gerri	Western Governors University	x
Metcalfe	Jake	Data & Society	
Murahwi	Zvikomborero	Independent	x
Newman	Matthew	Self	
Novotny	Alexander	Independent	x
Reilly	Annette	Unaffiliated	x
Santos-Lang	Chris	Independent	x
Schaaf	Robert	AgilityXL	
Spiekermann		Vienna University of Economics and	
(Vice-Chair)	Sarah	Business	x
Underwood	Mark	Krypton Brothers	x
Waters	Gisele	Symbiotca LLC	
Wunderlich	John	Independent Consultant	
		University of Social Sciences and	
Zgrzebnicki	Pawel	Humanities, Warsaw, Poland	x
Bahn	Christy	P7000 Secretariat (temporary) /IEEE-SA (staff)	