

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

**1. Call to Order**

The meeting was called to order at 9:00 AM. A quorum was established.

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

The list of attendees present is attached.

**3. Approval of Agenda**

***Motion to approve the meeting agenda.*** (Mover: Zviko, Second: Noah) The agenda was approved as submitted without objection.

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

The call for patents was raised; Aymee noted a patent that is under provisional status.

**5. Approval of March 16<sup>th</sup> 2017 Meeting Minutes**

***Motion to approve the March 16<sup>th</sup> meeting minutes.*** (Mover: Ali, Second: Vicky)  
The meeting minutes were approved as submitted without objection.

**Discussion, re: 2018 In-Person Meeting**

John brought up an opportunity to have a face-to-face meeting in Washington, DC. The meeting would be held at the end of the week at the [2018 IEEE International Symposium on Technology & Society](#) (ISTAS). The WG meeting would be held at the end of the week, 15-16 November. SSIT is the sponsor of symposium.

Vicky put the motion on the table for the P7000 WG to have their face-to-face meeting in Washington DC in conjunction with ISTAS. Annette second. 11 members of the WG agreed to have the face-to-face meeting in Washington DC, the motion was approved.

**6. Presentation by Systems of Systems Subgroup**

Annette provided an updated on the subgroups progress. The subgroup has finished the first phase of work. Tasks and topics, and out of scope topics were discussed in the subgroup as well as topics in scope of other subgroups. Consensus was reached on several approaches within the subgroup. Next steps are to gain consensus of the working group on the topics and recommended approaches from the SoS subgroup.

## 7. Updates from other Subgroup Chairs

Ali provided a quick update on the Risk subgroup. They have had 10 meetings. There was extensive debate on 2 main deliverables. There will be more of an update at the May WG meeting.

Noah noted the Process subgroup is 3 weeks away for an outline/prototype. They are working on how to construct an overall flow for the processes.

## 8. Presentation by Ravi Subramaniam on IEEE-SA Conformance Assessment practices, re: P7000

Ravi presented on IEEE Conformity Assessment Program (ICAP). Ravi reviewed the benefits of the ICAP programs. More information on ICAP can be found [here](#).

John suggest that Ravi come back for more of a Q&A session at a future WG meeting.

## 9. New Business

John announced Mark Underwood would serve as subgroup chair for the Ontology group.

## 10. Dates for upcoming WG Meetings

- 1 June 2018 / 9:00 AM – 11:00 AM (EDT) *\*Please note this meeting is now 6 June*
- 13 July 2018 / 9:00 AM – 11:00 AM (EDT)
- 24 August 2018 / 9:00 AM – 11:00 AM (EDT)

## 11. Adjourn

The meeting was adjourned 11:01 PM.

### Attendees:

Abandoh-Sam	Joseph	Valleyview University
Balachandran	Pradeep	Consultant
Beetem	James	Brassword Enterprises LLC
		HSR Hochschule für Technik
Bohr	Barbara	Rapperswil/Switzerland
Brodbeck	Noah	Self
Coget	Aymee	Happiness For HumanKind
Gillespie	Tony	Robotics and Automation
Gray	Lewis	Abelia Corporation
Hailey	Victoria	VHG-The Victoria Hailey Group Corporation

Jahankhani	Hamid	Northumbria University
Hemmer	Michael	Advisian
Hessami	Ali	Vega Systems-UK
Kienast	Edmund	Australian Digital Health Agency
Lewis	Ruth	Swinburne University of Technology
Light	Gerri	Western Governors University
Metcalf	Jake	Data & Society
Murahwi	Zvikomborero	Independent
Newman	Matthew	Self
Novotny	Alexander	Independent
Ogilvie	Robert	Happiness For HumanKind
Raghavan	Sridhar	Independent
Reilly	Annette	Unaffiliated
Santos-Lang	Chris	Independent
Schaaf	Robert	AgilityXL
Valani	Altaz	Security Compass
Waters	Gisele	Symbiotca LLC
Winkler	Till	Vienna University of Economics and Business
Wunderlich	John	Independent Consultant
Bahn	Christy	P7000 Secretariat /IEEE-SA (staff)