



Risk Task Group – Meeting Report

August 10, 2017

Present: Francisco Joglar (Chair), Brian Ashe, Jason Butler, Luca Fiorentini, Håkan Frantzich, Kevin Frank, Todd Ossmann, Ai Sekizawa, and Chris Jelenewicz (Staff).

The following was discussed:

- 1. Flowchart --** The revised flowchart that will form the framework for the document was revised based on feedback from the last Task Group Meeting. The flowchart is provided in the Annex of this report. The Chair thanked Vladimir Mozer for revising the flowchart.

A question was asked about the reason for making “Acceptance Criteria” the third box in the process as it is important to determine acceptance criteria early in the process.

Action Item -- It was agreed that “Acceptance Criteria” will be at same level of “Design Specifications” in the flowchart.

It was noted that there is a relationship between Hazard Identification and the Development of Scenarios. The Task Group will need to be clear and indicate how Hazard Identification is different than Scenario Development.

Action Item – Task Group will consider renaming title of “Hazard Identification” box. It was agreed that

It was noted that the options after “Risk Acceptance” can be confusing.

Action Item – The Task Group will ensure that the options listed after “Risk Acceptance” will be clearly defined in the document. For example, the dashed-line that goes back to acceptance criteria needs to be clearly defined when “it is appropriate” as we don’t want to give the impression that criteria can be changed if it can’

Action – Todd will send the Chair info about the Pinwheel concept.

It was noted that the scenario development section should also include human behaviors.

Action -- Include human behavior in the scenario development section.

It was noted that the “Data” box no longer exists. This is not mean the document will not include information about the use of data. These may become a section in an annex.

Action Item – Information about properly documenting a risk assessment will be included in the document and will specifically define where the different levels of document is needed. This will be a similar approach that was used in the original document.

2. **Actions Before Next Meeting** -- The following will be completed before the next meeting:
 - a. Francisco will updated word document with outline elements
 - b. Flowchart will be updated.
3. **Next Meeting** – At the next meeting, the task group will discuss who will write the specific chapter sections. CJ will scheduled for the next meeting (4 to 5 weeks) via a Doodle Poll.

End of Report

Annex Proposed Flow Chart

