P1752 Working Group Meeting

Sponsored by IEEE Engineering in Medicine & Biology (EMB) Standards Committee

Please mark your attendance at:
https://tinyurl.com/yc3oxg6q
(see chat window)

- 15 October 2019

- Teleconference

Attendance

- This document shows attendance from previous calls **https://tinyurl.com/yc3oxg6q** (link in the chat window of join.me). **If you attended the call, please verify that your name is listed**
  - If not, email simona@openmhealth.org
- **Put your name and affiliation in the chat window for attendance today.**
  - If your name is not listed, or if you are joining only via phone, please email simona@openmhealth.org with "P1752 WG call" as subject

- Attendance is important for determining voting rights, so please remember to "check in"

- Voting rights are granted according to the P&P after attending two consecutive calls and by explicit request to the Secretary (Simona)

IEEE Patent Policy

Participants have a duty to inform the IEEE

- Participants <u>shall</u> inform the IEEE (or cause the IEEE to be informed) of the identity of each holder of any potential Essential Patent Claims of which they are personally aware if the claims are owned or controlled by the participant or the entity the participant is from, employed by, or otherwise represents

- Participants <u>should</u> inform the IEEE (or cause the IEEE to be informed) of the identity of any other holders of potential Essential Patent Claims

Early identification of holders of potential Essential Patent Claims is encouraged

<u>Slide #1</u>

Ways to inform IEEE

- Cause an LOA to be submitted to the IEEE-SA (patcom@ieee.org); or

- Provide the chair of this group with the identity of the holder(s) of any and all such claims as soon as possible; or

- Speak up now and respond to this Call for Potentially Essential Patents

If anyone in this meeting is personally aware of the holder of any patent claims that are potentially essential to implementation of the proposed standard(s) under consideration by this group and that are not already the subject of an Accepted Letter of Assurance, please respond at this time by providing relevant information to the WG Chair

Slide #2

Other guidelines for IEEE WG meetings

- **All IEEE-SA standards meetings shall be conducted in compliance with all applicable laws, including antitrust and competition laws.**
  - **Don't discuss the interpretation, validity, or essentiality of patents/patent claims.**
  - **Don't discuss specific license rates, terms, or conditions.**
    - Relative costs of different technical approaches that include relative costs of patent licensing terms may be discussed in standards development meetings.
      - **Technical considerations remain the primary focus**
  - **Don't discuss or engage in the fixing of product prices, allocation of customers, or division of sales markets.**
  - **Don't discuss the status or substance of ongoing or threatened litigation.**
  - **Don't be silent if inappropriate topics are discussed … do formally object.**

For more details, see *IEEE-SA Standards Board Operations Manual*, clause 5.3.10 and *Antitrust and Competition Policy: What You Need to Know* at http://standards.ieee.org/develop/policies/antitrust.pdf

Patent-related information

The patent policy and the procedures used to execute that policy are documented in the:

- *IEEE-SA Standards Board Bylaws* (http://standards.ieee.org/develop/policies/bylaws/sect6-7.html#6)
- *IEEE-SA Standards Board Operations Manual* (http://standards.ieee.org/develop/policies/opman/sect6.html#6.3)

Material about the patent policy is available at
http://standards.ieee.org/about/sasb/patcom/materials.html

If you have questions, contact the IEEE-SA Standards Board Patent Committee Administrator at patcom@ieee.org

Determination of Quorum

https://tinyurl.com/yc3oxg6q

Approval of Agenda

1. Attendance
2. Call for Patents
3. Approval of agenda and of prior minutes (if quorum present)
4. Updates from subgroups
5. Discussion: upcoming activities
6. Other business

Approval of Prior Minutes

(August 27 and September 24)

Update:
Physical Activity and Mobility (PA&M) Schema Subgroup

Physical Activity & Mobility (PAM) Sub-group

1. Completed PA Schema
   - Key definitions: Activity name, unit value, duration, energy expenditure, time frame
   - Some properties: Base movement quantity, distance, distance, duration (intensity), cadence, met value, reported activity intensity
2. Completed sample data review and corrections
   - Running, jumping rope, swimming, walking, propulsion
3. Next Meeting: Thursday Oct 24, 2019 (11am to 11:45am Eastern Time)

Update:
Sleep Schema Subgroup

Sleep Schema Subgroup Update

➤ **Status and Next Steps**

Quantitative sleep measure task group:

---Addressing the warnings from validation and prepare for WG to review

---Get ready to ask the WG to review on Oct 31

Qualitative sleep measure task group:

---Received the feedbacks for the drafted questions

---Reviewing/Finalizing the proposed sets of short surveys with 4-6 questions and proposed survey score for one short survey

---Draft the schemas for these sets of questionnaires

➤ **Sleep schema subgroup meeting slides/minutes:**

http://sites.ieee.org/sagroups-1752/sleep-subgroup-meeting-materials/

➤ **Next subgroup meeting: Oct 22, 2019 11:30am to 12:30 pm**

➤ **Info on the sleep group: email charlotte.chen@Philips.com or Simona.Carini@UCSF.EDU**

Update:
Metadata Subgroup

Metadata Subgroup Update

- Discussion of complex use case (probability of stress)

- Action items focused on
  - metadata fields: datapoint ID, missingness of data in datapoint series
  - Reducing the minimum even further

- Slides available on subgroup webpage: http://sites.ieee.org/sagroups-1752/metadata-subgroup/

- Next call, October 15 (today) at 9 am Pacific

- Let Simona (simona@openmhealth.org) know if you are interested in participating

Discussion:
P1752 as IEEE OS project

IEEE OS initiative (I)

- IEEE Open Source platform (self-hosted GitLab) http://opensource.ieee.org/omh

- All <u>contributors</u> must sign a Contributor License Agreement (CLA)
  - Particularly WG members who have written/contributed to schemas (or will do so)

- **Signing the appropriate CLA is the first step**
  - CLAs are at https://app.box.com/s/a46csw4gt8rdxe6eim5mwnejlybz3ps4
  - Which CLA(s) depends on your individual situation: review slides and minutes of July 9 WG call https://site.ieee.org/sagroups-1752/meeting-agenda-minutes/
  - Questions? Email Simona first

- Sign and email the PDF directly to oscontrib@ieee.org
  - You will hear back within 24 hours with your assigned CLA number
  - <u>Do not</u> share assigned CLA number with anybody (correction from earlier)
  - Just let Simona know you've gotten a CLA number

Recap: IEEE OS initiative (II)

- Creating one of more repositories
  - e.g., each workstream may wish to create one or more repositories

- Contribution policy
  - This should be consistent across the entire group

- GitLab flow model
  - https://opensource.ieee.org/help/workflow/gitlab_flow.html

- WG members with experience setting up / managing repositories and willing to contribute: let Simona know (simona@openmhealth.org)
  - Anand Tirtha (U Memphis) will be starting to set up our GitLab site

Discussion:
Draft Document and
Draft Schema Review

Draft Document Review

- The document describes base principles for schema modeling

- Document will reference the (latest version of the) schemas on the P1752 OS site, not include a copy of the schemas

- Comments on / edits to the draft document to be uploaded on designated folder on iMeet: https://ieee-sa.imeetcentral.com/omh/folder/WzIwLDEyMjg3NDE0XQ

- if you have not yet accessed it and you cannot find an email invitation, email simona@openmhealth.org

Timeline Proposal for Draft Review (1)

- October 15 WG call
  - INTRO: draft standard document; beginning of review period, comments due Oct 31st in iMeet Central
    - *By Oct 31: distribute 1st batch of sleep schemas and the PA schema via iMeet; with comments from WG members due in iMeet Nov 19*

- November 5 WG call
  - DISCUSSION: draft standard document
  - INTRO: Quantitative sleep schemas (7-8) + physical activity schema, beginning of review period, comments due Nov 19
    - *By Nov 14: distribute 2nd version of draft standard document*
    - *By Nov 21: distribute 2nd batch of quantitative sleep schemas via iMeet; comments from WG members due in iMeet Dec 13*

- November 26 WG call
  - DISCUSSION: 2nd version of draft standard
  - DISCUSSSION: 1st batch of quantitative sleep schemas (7-8) + physical activity schema
  - INTRO: 2ND batch of quantitative sleep schemas + qualitative sleep schemas, beginning of review period, comments due Dec 13
    - *By Dec 6: distribute 2nd version of quantitative sleep schemas (7-8) + physical activity schema*
    - *By Dec 12: distribute metadata schema via iMeet; comments from WG members due in iMeet Jan 7*
    - *By Dec 13: "final" draft standard ready*

Timeline Proposal for Draft Review (2)

- December 17 WG call
  - DISCUSSION: 2nd version quantitative sleep schemas (7-8) + physical activity schema
  - DISCUSSION: second batch of quantitative sleep schemas + qualitative sleep schemas
  - INTRO: minimum metadata schemas, beginning of review period, comments due Jan 7
    - *By ~Jan 7: "final" version of quantitative sleep schemas (7-8) + physical activity schema*
    - *By Jan 7: distribute 2nd version of 2nd batch of quantitative sleep schemas + qualitative sleep schemas*

- January 14 WG call
  - DISCUSSION: 2nd version of 2nd batch of quantitative sleep schemas + qualitative sleep schemas
  - DISCUSSION: Metadata schemas
    - *By Jan 21: "final" version of 2nd batch of quantitative sleep schemas + qualitative sleep schemas*
    - *By Jan 21: distribute 2nd version metadata schemas*

- January 28 WG call
  - DISCUSSION: 2nd version metadata schemas
  - PRESENTATION/DISCUSSION: rest of draft ballot, processes for review, GitLab readiness, etc.
  - Voting rolls and procedures
    - *By Feb 4: distribute "final" entire ballot*

- Presentation of full draft ballot and voting, after IEEE editorial review and approval to move to ballot

Future Work

P1752 WG Next Steps

- Review and comment on draft standard, submit comments to iMeet Central by **Oct 31**
  - Contact simona@openmhealth.org if you need assistance getting onto iMeet
- Sign CLAs and provide them to IEEE
- As CLAs are signed, IEEE/GitLab site manager will provide access to site

Summary of Action Items

Future Meetings

Upcoming Meetings

- Main WG
  - November 5, 2019: 8 AM (Pacific)

- Sleep subgroup
  - October 22, 2019 8:30 am to 9:30 am (Pacific)

- PA&M subgroup
  - October 24, 2019 11 to 11:45 am (Eastern)

- Metadata subgroup
  - October 15, 2019: 9 AM (Pacific)

Adjournment