

IEEE P1752 Working Group

Minutes of conference call held on October 15, 2019 at 8 am Pacific Time

Conference call started at 8:00 am Pacific Time on zoom

Slide deck presented by Chair Dr. Ida Sim (available on WG website)

<https://site.ieee.org/sagroups-1752/files/2019/10/2019-10-15-1752-slides.pdf>

Attendance recorded on a spreadsheet: 25 attendees

(note the way of marking attendance: 1 is used to indicate present voting members, 0 to indicate present non-voting members)

First Name	Last Name	Affiliation	15-Oct-19
Jacqueline	Alikhaani	PCORI/AHA ambassador	0
Pradeep	Balachandran	Technology Consultant, e-health domain	1
Yusuf	Bhagat	Nypro	1
Carole	Carey	IEEE EMB	0
Simona	Carini	UCSF / OmH	1
Charlotte	Chen	Philips Healthcare	1
David	Chen	AlayaTec	1
Bernard A.	Cohen	Neurological Monitoring Associates	0
Matthew	Diamond	FDA	0
Ken	Fuchs	Draeger Medical Systems	0
Ram	Gouripeddi	University of Utah	0
Marissa	Gray	Brown University	0
Paul	Harris	University of Melbourne	0
Shivayogi	Hiremath	Temple University	1
Edmund	Kienast	self	0
Koichiro	Matsumoto	Nihon Kohden Corp.	0
Sean	McConnell	American Medical Association	1
Henry	Ogoe	DoD/VA Interagency Program Office	0
Brian	Page	Ribbon Communications	1
Paul	Petronelli	PALM Associates, Inc.	0
Josh	Schilling	Vibrent	1
Ida	Sim	UCSF / OmH	1
Katherine	Sward	University of Utah	0

Anna	Tee	Consultant	1
Anand	Tirtha	University of Memphis	0

Secretary explained voting membership: an explicit request to be emailed to her

Call to order

Patent policy read

Call for patents with result: none

Agenda:

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

Quorum established

Motion to approve agenda moved by Simona Carini, UCSF, seconded by Charlotte Chen, Philips.

Vote: agenda approved unanimously

Motion to approve draft minutes from August 27 and September 24, 2019 calls, previously distributed to the WG moved by Brian Page, Ribbon Communications, seconded by Simona Carini, UCSF

Vote: minutes approved unanimously

Physical Activity / Mobility schema subgroup update from subgroup lead (slides included in the main slide deck referenced above). Completed PA schema and sample data review for sharing with WG later this month.

Next subgroup call will be on Thursday October 24 at 8:00 am Pacific time (45 minutes)

Sleep subgroup update from subgroup lead (slides included in the main slide deck referenced above). Quantitative schema syntactic validation using online tool completed. Preparation for sharing with WG later this month. Qualitative schema questions divided into sets of 4-6. Next subgroup call on Tuesday October 22 at 8:30 am Pacific time (1 hour).

Minimum metadata subgroup update from subgroup lead (slides included in the main slide deck referenced above). Slides available on subgroup webpage:

<http://sites.ieee.org/sagroups-1752/metadata-subgroup/>

Discussion of complex use case (probability of stress). Action items focused on: a) metadata fields: datapoint ID, missingness of data in datapoint series; b) reducing the minimum even further

Next subgroup call is October 15, at 9:00 am Pacific time

Draft standard document and schema review described and proposed timeline presented. Process to provide and handle comments to be described and approved/amended by WG. Folder for depositing edited document created on iMeet and instructions provided.

Draft standard approved by WG (stable draft) can be sent for mandatory editorial review then to ballot. EMB Standards Committee will review before ballot invitations are sent.

Question regarding proposing additional schemas: any schema that is not included in the ballot will need to be part of a new PAR.

Action items:

- subgroup chairs to itemize people who need to sign CLAs
- verify whether ISO/IEEE correct

Conference call adjourned

Next call: Tuesday November 5 at 8 am Pacific Time

Minutes taken by WG Secretary Simona Carini, UCSF