IEEE P1752 Working Group
Minutes of conference call held on November 5, 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/2019/11/2019-11-05-1752-slides.pdf

Attendance recorded on a spreadsheet: 26 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	5-Nov-19
Pradeep	Balachandran	Technology Consultant, e-health domain	1
Yusuf	Bhagat	Nypro	1
Keith	Boone	Audacious Inquiry	0
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	1
Matthew	Diamond	FDA	0
Ken	Fuchs	Draeger Medical Systems	0
Marissa	Gray	Brown University	0
Paul	Harris	University of Melbourne	0
Shivayogi	Hiremath	Temple University	1
Ray	Krasinski	Philips Healthcare	0
Raffaello	Leschiera	Engineering Ingegneria Informatica (Italy)	0
Subhamoy	Mandal	Tech University Munich	0
Mike	McConnell	Verily	0
Henry	Ogoe	DoD/VA Interagency Program Office	0
Marco	Pacchioni	Datariver S.R.L.	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: draft standard document
6. Presentation: Quantitative sleep schemas (7-8) + physical activity schema
7. Other business

Quorum established
Motion to approve agenda moved by Simona Carini, UCSF, seconded by Charlotte Chen, Philips.
Vote: agenda approved unanimously

No prior minutes to approve

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 shared for review on October 31.
Next subgroup call will be on Thursday November 14 at 8:00 am Pacific time (45 minutes)

Sleep subgroup update from subgroup lead (slides included in the main slide deck referenced above). First batch of quantitative schema shared with WG On October 31. Qualitative schema under preparation. Next subgroup call on Tuesday November 19 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/
Finalizing discussions on:
• GUID, using RFC 4122 approach
• Data absence: supporting identification of absence only, not reason
Minimum metadata schema(s) almost ready for drafting
Next subgroup call is November 5, at 9:00 am Pacific time

Main comments summarized (see slide deck)
Next version to be distributed by November 14.

Sleep schemas' background and content introduced by subgroup lead.
Physical activity schema's background and content introduced by subgroup lead.

Request to provide additional definition to data elements (i.e., is_main_sleep_

How to provide comments on iMeet explained (and shown)

Schema structure will be normative (once schemas are approved) with the note that schemas are extensible. For ex., currently no schema includes geoposition or named location information. Either or both can be added.

Draft standard document main comments described.
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Action items:
  • Secretary to ask about optional/normative language (i.e., should/shall)
  • Secretary to send follow-up email to listserv with instructions to provide comments and suggestions on how to approach task

Conference call adjourned
Next call: Tuesday November 26 at 8 am Pacific Time

Minutes taken by WG Secretary Simona Carini, UCSF