

IEEE P1752 Working Group

Minutes of conference call held on May 19, 2020 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/2020/05/2020-05-19-1752-slides.pdf>

Attendance recorded on a spreadsheet: 28 attendees

(1 is used to indicate present voting members, 0 to indicate present non-voting members)

First Name	Last Name	Affiliation	19-May-20
Nazim	Agoulmine	IBISC Laboratory, University of Evry	0
Pradeep	Balachandran	Technology Consultant, e-health domain	1
Yusuf	Bhagat	Nypro	0
Simona	Carini	UCSF / OmH	1
Charlotte	Chen	Philips Healthcare	1
Benay	Dara-Abrams	BrainJolt	0
Marissa	Gray	Brown University	1
Paul	Harris	University of Melbourne	1
Shivayogi	Hiremath	Temple University	1
Juan A.	Holgado-Terriza	University of Granada	0
Mateusz	Kierepka	self (Poland), www.kierepka.com	0
Ray	Krasinski	Philips Healthcare	1
Raffaello	Leschiera	Engineering Ingegneria Informatica (Italy)	1
Eric	Manders	US CDC	0
Anand	Nandugudi	University of Memphis	0
Henry	Ogoe	DoD/VA Interagency Program Office	1
Marco	Pacchioni	Datariver S.R.L.	0
Brian	Page	Ribbon Communications	1
Wendelyn	Pelton	Duke University	0
Vishnu	Ravi	Icahn School of Medicine at Mount Sinai	0
Banu	Rekha	PSG College of Technology Coimbatore, India	0
George	Roussos	Birkbeck, University of London	0
Josh	Schilling	Vibrent Health	1
Ida	Sim	UCSF / OmH	1

Natalka	Slabyj	self	1
Katherine	Sward	University of Utah	0
Anna	Tee	Consultant	1
Tom	Thompson	IEEE	0

Call to order
Patent policy read
Call for patents with result: none

Copyright policy read

Agenda:

1. Attendance
2. Call for Patents
3. Approval of agenda and prior minutes (if quorum present)
4. Discussion and vote: 1) forward standard document to MEC for review; 2) make OS site public ahead of ballot; 3) create a comment resolution group
5. Other business

Quorum established

Motion to approve agenda moved by Shiv Hiremath, Temple University, seconded by Charlotte Chen, Philips.

Vote: agenda approved unanimously

Motion to approve minutes of April 28 call, previously distributed, moved by Ray Krasinski, Philips, seconded by Simona Carini, UCSF.

Vote: prior minutes approved unanimously as distributed

Secretary showed editorial changes made recently to the standard document (wording related to OS site, list of members, list of metadata schemas)

Motion to send version D1 of standard document to MEC for review moved by Brian Page, Ribbon Communications, seconded by Simona Carini, UCSF

Vote: motion carried unanimously

Motion on making the P1752 gitlab site public before the ballot process begins and after approval by the OS manager moved by Brian Page, Ribbon Communications, seconded by Charlotte Chen, Philips.

Vote: motion carried unanimously

No need to dispose of comments to the OS site from wide audience as if they were ballot comments.

Presentation of P1752 GitLab site (currently private, so access must be requested from Secretary)

All CLAs needed for the schema work done so far have been submitted.

Motion on creating a Comment Resolution Group (CRG) [also called Ballot Resolution Group or BRG] to streamline comment disposition composed of Ida Sim, P1752 Chair and metadata subgroup lead, Simona Carini P1752 Secretary, Charlotte Chen, sleep subgroup lead, Shiv Hiremath, physical activity subgroup lead, Anand Nandugudi, University of Memphis, OS site maintainer, moved by Ray Krasinski, Philips, seconded by Simona Carini, UCSF.

Vote: motion carried unanimously

Action item: Secretary to forward draft standard document to MEC [Done shortly after the call]

Conference call adjourned

Next call: day TBD, 2020 at 8 am Pacific Time

Minutes taken by WG Secretary Simona Carini, UCSF