

## IEEE P2794 Working Group – Meeting Agenda

### Monthly Teleconference – June 26, 2019, 22:00-23:00 CET (4-5pm ET)

1. Call to Order [5 min]
  - 1.1. Introduction of officers and technical staff
  - 1.2. Introduction and Affiliation Declarations for any new attendees
  - 1.3. Roll call of all attendees (virtual, via chat window)
  - 1.4. Tabulation and declaration of quorum (as applicable)
2. Approval of Meeting Agenda [2 min]
3. Approval of Draft Meeting Minutes from May 22 teleconferences [2-3 min]
4. Call for Patent Declarations [2 min]
5. Announcements [5 min]
  - 5.1. **Next Teleconference Date:** Tues, July 31, 16:00 CET (10:00ET)
  - 5.2. **WG-affiliated workshop at IEEE Systems, Man, Cybernetics (SMC) Conference 2019 (Bari, Italy, Oct 6-9).**
    - Preliminary list of presenters and topics
      - Still accepting new presenters – contact Z. McKinney if interested
    - Note about funding for presenters
    - Update on possibility of an official WG meeting at SMC
  - 5.3. **Overview of ‘reportables’ for IEEE EMBC 2019 (July 26, Berlin)**
    - WG membership constitution: overview of registration & segmentation survey results
    - Sub-group segmentation & strategy
  - 5.4. Current WG activities [per action items defined in remainder of this meeting]:
  - 5.5.
6. **Moderated Group Discussion** [35-40 min]
  - 6.1. Recap of passed motions from previous teleconference
  - 6.2. Define limits of “reporting requirements” with respect to influence on experimental methodology and NI system performance
    - ➔ **Suggested Motion** to agree that our default stance will be agnostic with respect to experimental methodology (i.e. will refrain from definitive methodological recommendations) – *in line with previous discussion.*
    - ➔ **Suggested Motion** for Standard to call on authors to provide clear rationale for all

performance and outcome measures used, with reference to the availability and suitability of standard/validated measures in the area of inquiry

**6.3. Final selection of WG sub-group domains, based on segmentation survey results (to be presented).** Proposed focus areas include: EEG BCIs, intracortical interfaces, peripheral nerve interfaces, neuromodulation, and neuroimaging – plus the horizontal integration (research aspects) group.

**6.4. Proposed action items**

- Each physical interface-oriented sub-group: generate a list of topics (aspects of NI system design, configuration, and/or usage) in need of standardization, to make our standard useful for your assigned interface type(s)
  - “Horizontal integration” sub-group:
    - Summary & gap analysis (with respect to NI technologies of existing reporting guidelines and harmonization initiatives (CONSORT, EQUATOR, PRISM, FAIR, et. al))
    - Begin generating ‘reporting framework’, based on existing guidelines and the technology-specific considerations of NI technologies
7. Summary/recap of Action Items for next meeting (based on preceding discussion) [2 min]
  8. Solicitation of Additional New Business [2-3 min]
  9. Adjourn