

IEEE P2794 Working Group – Meeting Agenda

Monthly Teleconference – July 31, 2019, 16:00-17:00 CET (10-11am ET)

1. Call to Order [3 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)
 - ➔ Reminder: to facilitate easier roll call, please use WebEx rather than call-in, if possible
 - 1.4. Tabulation and declaration of quorum (as applicable)
2. Approval of today's Meeting Agenda [2 min]

Motion ➔ Discuss ➔ Vote ➔ Report Result
3. Approval of Draft Meeting Minutes from June 26 teleconferences [2 min]
 - Recap of Motions passes
4. Call for Patent Declarations [2 min]
 - ➔ show patent slide(s)
5. Announcements [5 min]
 - 5.1. **IEEE EMBC Recap**
 - Standardization Mini-Symposium attendance
 - Related reviews and standardization activities: tDCS, retinal prostheses, IEEE P2731 (Standard Terminology for BCIs)
 - Perspectives on HD-EMG as a neural interfacing modality
 - Theme: optimal neurorehabilitation requires synchronized, functionally-related activation of efferent and afferent pathways
 - Additional partners and engagement
 - 5.2. **WG Funding Opportunity: IEEE Tech Activities Board (TAB) - Committee on Standards**
 - Member input requested – **Proposal deadline Aug. 16**
 - 5.3. **Tentative Next Teleconference Date (tentative):** Sept 11, 16:00 CET (10:00ET)?
 - *to be discussed...*
 - 5.4. **Presentation of Working Group activities at Graz BCI Conference** (Graz, Austria, Sept 16-19, 2019)
 - 5.5. **WG-affiliated workshop at IEEE Systems, Man, & Cybernetics (SMC) Conference 2019 (Bari, Italy, Oct 6-9).**
 - Semi-final list of presenters and topics
 - Last call for new presenters – contact Z. McKinney if interested

- Possibility of an official WG meeting at SMC: depends on having a quorum of members in attendance (unlikely)

6. Moderated Group Discussion [~40 min]

6.1. 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

6.2. Workflow Considerations

- Designation of sub-group leaders
- IT platform: iMeet Central discussion threads, tags, and sub-groups
- Need for WG library of standards and scientific references? (via document in iMeet central? ... via Mendeley, EndNote, etc.)
- Additional questions/comments regarding sub-group workflow management?

6.3. Define the types of Information Input to our Standard: from which resources will we seek to collect information and formulate our standard. Potential resources include the following:

- Existing Standards
- Regulatory Guidance documents
- Scientific & Clinical literature
- Member Experience
- WG-generated surveys to be distributed to the relevant technical/scientific communities?
- Scientific/clinical Key opinion leaders?
- End users/patient advocacy groups?

6.4. Method for Standard extensibility to incorporate physical interface types not specifically addressed by one of our sub-groups (e.g. ECoG, spinal cord stimulation, EMG, EOG, optogenetics), and future modalities

- 6.4.1. Need for focus areas or sub-segmentation of broader sub-groups (e.g. Neuroimaging, Neuromodulation)?

6.5. Proposed Sub-Group Activities

Review of previously agreed-upon Action items

- Each physical interface-oriented (vertical) sub-group: generate a list of topics (aspects of NI system design, configuration, and/or usage) in need of reporting, to make our standard useful for your assigned physical 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
 - Additional/complementary information gathering activities, based on agenda item 6.3
7. Summary/recap of Action Items for next meeting (based on preceding discussion) [2 min]
 8. Solicitation of Additional New Business [1 min]
 9. Adjourn