

IEEE P2830 Shared Machine Learning Working Group

Meeting Agenda for 27 October 2019 08:00 – 17:00

Location: Beijing, China

1. Call to Order
 - a. Introduction and Employer/Affiliation Declarations
2. [IEEE P2830 PAR](#) Review
3. IEEE SA Corporate Membership and Standards Development Process Presentations
4. Working Group Membership Establishment
 - a. Roll Call of IEEE SA Corporate Member Designated Representatives (DR) and Designated Representative Alternates (DRAs)
 - b. Establish Quorum
5. Review of Draft Working Group Policies and Procedures (P&Ps)
6. Approval of the Agenda
7. IEEE Patent Policy
 - a. Call for Patents
8. Election of Officers
 - a. Nomination Period Opening
9. Presentations, Technical Contributions or Discussion Items
 - a. Project Management Strategy (Victoria Wang, IEEE)
 - b. Introduction of Shared Machine Learning Standard and Practice (Lei Wang, Chaochao Chen, Ant Financial)
 - c. Challenges of Privacy-Preserving Model Training on Multi-Sourced Data (Chen Kun, TsingJiao Information Science)
 - d. Discussion of Standard Draft
10. New Business
11. Future Meetings

12. Adjourn

Call to Order:

- Introduction and Affiliation Declarations –
 - At this time, everyone present shall state their name and declare an affiliation.
 - For more information on affiliation, please review <http://standards.ieee.org/faqs/affiliation.html>.
- Introduction to member entities
 - Because this is the first meeting, each entity shall indicate interest in becoming a member of this working group.
 - Upon indicating interest at the first meeting, the entity obtains voting rights.
- Introduction of new DRs and DRAs
 - There can be only one Designated Representative (DR) per entity member.
 - However, an entity may assign multiple Designated Representative Alternates (DRA). A DRA may assume the DR's duties in the absence of the DR.
 - All entities that indicated interest in becoming a member of the working group (WG) must declare the DR and DRA(s).

Approval of Agenda:

- The agenda for the meeting may be modified prior to its approval.
- In order to proceed, a member must make a motion for the approval of the agenda. For example:
 - Chair: Is there anyone who would like to make a motion to approve the current agenda?
 - Voting member A: I would like to make a motion to approve the agenda.
 - Chair: Is there anyone who would like to second the motion.
 - Voting member 2: I do.
 - Chair: The motion is open for discussion. Is there any discussion to the motion? If not, let us vote.
- Tally the vote count
 - Number of Approval
 - Number of Disapproval
 - Number of Abstain
- A majority approval is required because this is a procedural issue.
- In addition, this action must be captured in the meeting minutes. For example,
 - Motion #1: Approve the agenda for (insert date) meeting as presented in (insert file name for agenda).pdf
 - Voting Member 1 (list affiliation) moves to approve
 - Voting Member 2 (list affiliation) seconds the motion
 - Motion passes by voice vote without opposition

IEEE Patent Policy:

- Present the slide set that is located at <https://development.standards.ieee.org/myproject/Public/mytools/mob/slideset.pdf>.
- Show all slides
 - o Read slides 3 and 4.
 - o Ask if there is anyone in the room who is aware of any essential patents.
 - If silent, make following notes in the meeting minutes. A call for patents was made by Chair Yuan Qi at (insert) time. No potentially essential patent claims were declared and no holders of potentially essential patents were identified.

Appointment of officers:

- Indicate that you have been appointed as the Working Group Chair (WGC) of P2830 in accordance to Clause 5.1.1 of the (insert name) by_laws.
 - o See <http://standards.ieee.org/about/sasb/audcom/pnp/C-SAB.pdf>.
- The WGC appointed Secretary (insert name) in accordance of clause 5.1.3
- Motion #2 – Reconfirmation of WG Chair
 - o State Full Name of WG Chair
 - o WG Member moves to reconfirm WG Chair Yuan Qi
 - o Second WG Member moves to reconfirm WG Chair
 - Any discussion? If no discussion, WG Members vote:
 - Notate the results: 0 in favor, 0 against, 0 abstentions.
 - Motion passes
- Motion #3 – Reconfirmation of WG Vice Chair (Insert Name)
 - o State Full Name WG Vice Chair
 - o WG Member moves to reconfirm WG Vice Chair
 - o Second WG Member moves to reconfirm WG Vice Chair
 - Any discussion? If no discussion, WG Members vote:
 - Notate the results: 0 in favor, 0 against, 0 abstentions.
 - Motion passes
- Motion #4 – Reconfirmation of WG Secretary (Insert Name)
 - o State Full Name WG Secretary
 - o WG Member moves to reconfirm WG Secretary
 - o Second WG Member moves to reconfirm WG Secretary
 - Any discussion? If no discussion, WG Members vote:
 - Notate the results: 0 in favor, 0 against, 0 abstentions.
 - Motion passes

Approval of WG Policies and Procedures (P&P):

- Review the P&P making necessary, permissible modifications
 - o The P&P may be modified after approval
- Note this action in the minutes. For example,
 - o Motion #5: WG member 1 (insert affiliation) moves to approve P2830 Policies and Procedures (v 1.0) and P2830 Operations Manual (v 1.0) with the option to make appropriate changes. WG member 2 (insert affiliation) seconds the motion.
 - o Adoption and/or modification of P&P requires approval by two-thirds vote
 - Notate the results: 0 in favor, 0 against, 0 abstentions. Motion passes

Entity Presentations / Technical presentation or discussions:

Unfinished business:

New Business:

- Generally, there is no new business during the first meeting

Adjourn:

- In order to end the meeting, the WGC may ask if a WG member wishes to move to adjourn the meeting
- Notate the motion in the minutes. For example
 - o Motion #6: WG member 1 (list affiliation) moves to adjourn the meeting. WG member 2 (insert affiliation) seconds the motion.
 - 4 in favor, 0 against, 1 abstention. Motion passes
 - o A majority vote is necessary because this is a procedural motion