IEEE P2834 Working Group Kick-off

Meeting Agenda  
18 Dec 2019 / 8:00 AM – 3:00 PM (PST)  
Teleconference (Meeting ID: [join.me/ieeesa\_hamadou.saliah-hassane](http://join.me/ieeesa_hamadou.saliah-hassane))

1. Call to Order (WG Chair)
2. Roll Call and Disclosure of Affiliation (WG Chair)

*Affiliation FAQs:* [*http://standards.ieee.org/faqs/affiliation.html*](http://standards.ieee.org/faqs/affiliation.html)

1. Establishment of Working Group Membership (WG Chair)
2. Approval of Agenda
3. IEEE Patent & Copyright Policies  
   Call for Patents <https://development.standards.ieee.org/myproject/Public/mytools/mob/slideset.pdf>

Copyright <https://standards.ieee.org/ipr/copyright-materials.html>

1. Review and Approval of Working Group Policies & Procedures (WG Chair)
2. Establishment of Officers
   1. Vice-Chair
   2. Treasurer
   3. Secretary
3. Overview of Standards Development Process (Vanessa Lalitte, IEEE SA Program Manager)
4. Technical Presentation & Discussions
   1. Presentation of the project: Hamadou Saliah-Hassane (WG Chair), Avron Barr (Chair, LT/SC) and Victor Huang (Chair, IEEE IES/SC)
   2. Guest speaker, Eric Shepherd (Talent Transformation Guild): Privacy, Security, Residency, and Governance for IEEE P2834 Standard for Secure and Trusted Learning Systems
   3. Guest speaker, Scott Gallant (EdSpex): Serving compliance and personal expectation: a unified trust model
   4. Guest speaker, Pablo Orduna (Labsland): Online Laboratory Security and Privacy Challenge
   5. Guest Speaker, TJ Seabrooks (Rustici Software): An xAPI Perspective on Security and Trust
   6. Brain Storming Session
5. Lunch
6. Future Meetings
   1. Action Items
7. Final Remarks
8. Adjourn

**Instructions**

***Call to Order*** *-* The Working Group Chair (WGC) calls the meeting to order.

***Roll call and Disclosure of Affiliation***

* WGC says: *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*](http://standards.ieee.org/faqs/affiliation.html)

***Establishment of Working Group Membership***

* WGC says: *Because this is the first meeting, general practice is for each individual to indicate interest in becoming a member of this WG.* 
  + Please refer to WG P&P clauses 3.0 & 3.1.
  + Upon indicating interest to become a member of the WG at the first meeting, you will obtain voting rights.
  + A WG roster is generated.

***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 1: 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, the agenda is approved.*

*If there is opposition, let us vote.*

* + - Tally the vote count
      * Number of Approval
      * Number of Disapproval
      * Number of Abstain
* This action must be captured in the meeting minutes. For example,
* Motion #x: Move to approve the of Agenda, *file name (hyperlink preferred).*
* Moved by: *Add in Name of the WG member, Name of the entity*
* Seconded by: *Add in Name of the WG member, Name of the entity*
* *Record the result of the motion* (Ex. Motion passed unanimously –or- counts for Yes, No, Abstain vote if a roll call was requested)

Please note, a motion can be made by the member of the WG, but decisions are made by the voting membership of the WG.

***IEEE Patent Policy***(WGC is responsible for this at every meeting)

* Present the slide set that is located at <https://development.standards.ieee.org/myproject/Public/mytools/mob/slideset.pdf>
  + Show all slides except for the optional slide. This should be done for at least the 1st 3 meetings. After that for this agenda item it is only necessary to read slide #2 and only the 3rd bullet.

***IEEE Copyright Policy***(WGC is responsible for this at every meeting)

* All Working Groups must adhere to the IEEE SA Copyright Policy. To assist with this, please show the following power point presentation at the beginning of every Working Group meeting.

<https://standards.ieee.org/ipr/copyright-materials.html>

***Approval of Working Group P&Ps***

* Review and update draft WG P&Ps where permissible.
* The draft WG P&Ps need to be approved by the WG voting membership, and submitted to Standards Committee for approval.
* For example,
  + Motion #1: Move to approval the draft WG P&P, *file name (hyperlink preferred).*
  + Moved by: *Add in Name of the WG member, Name of the entity*
  + Seconded by: *Add in Name of the WG member, Name of the entity*
  + *Record the result of the motion* (Ex. Motion passed unanimously –or- counts for Yes, No, Abstain vote if a roll call was requested)
  + This is recorded in the WG meeting minutes. Please note, adoption and/or modification of P&P requires approval by two-thirds vote of the voting membership.

***Establishment/Election of officers***

* WGC indicates that he has been appointed as the WGC of P2834 in accordance with the IEEE Educations Standards Committee.
* Please refer to Election or Appointment of Officers, clause 3.1 of your WG P&Ps regarding this.

***Technical presentation or discussions***

***Future Meetings***

***Adjourn***

* In order to end the meeting, the WGC may ask if a WG member wishes to move to adjourn the meeting
  + WG member 1 (list affiliation) moves to adjourn the meeting.
  + WG member 2 (insert affiliation) seconds the motion.

Note the motion in the minutes.