

IEEE P2834 Working Group Meeting Minutes
 F2F & Teleconference Kick-off Meeting
 San Francisco, CA
 18 December 2019
 8 AM PST – 3 PM PST

WG Chair: Hamadou Saliah-Hassane
 WG Secretary: TBD

1. Call to Order:
 - a. The meeting was called to order by the Chair at 8 AM PST.
2. Roll Call and Affiliation
 - a. List of all present at the meeting although not all Online chose to become WG members. Those highlighted were Observers.

IN THE ROOM	ONLINE
<ol style="list-style-type: none"> 1. Hamadou S-H. IEEE EDU/SC 2. Avron Barr, IEEE LT/SC 3. Victor Huang, IEEE IES/SC 4. Eric Shepherd, Talent Transformation Guild 5. TJ Seabrooks, Rustici Software 6. Pablo Orduna, Labsland 7. Richard Tong, Squirrel AI Learning & IEEE LT/SC 8. Robby Robson, Eduworks Corp & IEEE LT/SC 9. Scott Gallant, Edspex 10. <i>Vanessa Lalitte, IEEE SA</i> 	<ol style="list-style-type: none"> 1. Professor Hiroaki Nishi, Japan 2. Ahmed Saeed, Egypt 3. Martin Llamas Nistal, Spain - IEEE EDU/SC 4. Allen Chen, IEEE IES/SC 5. Luis Felipe Zapata Rivera, LACCEI 6. Kazuhiro Umetani, Okayama Univ. Japan 7. Russ Meir, Prof Milwaukee Univ. IEEE EDU/SC 8. Shiny Abraham, Standards Univ. EDU/SC 9. Samir Kerrami, ENSIAS 10. Mohamed V U, Morrocco 11. Juan Lalinde, EAFIT, Colombia (SA) 12. Natalia Bueno, IU Digital Antioqu 13. Mounia Abik, Université Mohammed V Rabat, ENSIAS 14. Marsali Hancock, IEEE LT/SC 15. Shelly Blake-Plock, IEEE LT/SC & Yet Analytics, Inc. 16. Manuel Castro, UNED 17. Johnmarx Patton, Medbiquitous 18. Bingxian Mu 19. Amine Berquia 20. Marcelo Daniel Berejuck 21. Oscar Lucia 22. Maria Mercedes Larrondo Petrie, Florida Atlantic Univ.

3. Establishment of WG Membership
 - a. Of the above roll call 21 consented to be WG members, obtaining immediate voting rights.
4. Approval of agenda
 - a. Avron Barr moved to approve the agenda. It was seconded by TJ. All were in favor to approve the agenda.
5. IEEE Patent Policy
 - a. The Chair made a call for potentially essential patents. No patents were disclosed.
6. IEEE Copyright Policy
 - a. The copyright slides were shown.
7. Technical Discussion
 - a) The following presentations were made and discussed by the WG members:
 - i. Presentation of the project: Hamadou Saliah-Hassane (WG Chair), Avron Barr (Chair, LT/SC) and Victor Huang (Chair, IEEE IES/SC)
 - ii. Guest speaker, Eric Shepherd (Talent Transformation Guild): Privacy, Security, Residency, and Governance for IEEE P2834 Standard for Secure and Trusted Learning Systems
 - iii. Guest speaker, Scott Gallant (EdSpex): Serving compliance and personal expectation: a unified trust model
 - iv. Guest speaker, Pablo Orduna (Labsland): Online Laboratory Security and Privacy Challenge
 - v. Guest Speaker, TJ Seabrooks (Rustici Software): An xAPI Perspective on Security and Trust
8. Action items
 - a. The WG will review the WG P&Ps and be prepared to discuss and approve at next scheduled WG meeting.
 - b. Avron Barr volunteered to find a candidate for the Secretary role.
 - c. Scott Gallant volunteered to prepare/procure a presentation on framework for the draft.
9. Next meeting— The WG agreed to monthly meetings, date and time TBD.
10. Adjournment
 - a. Eric Shepherd moved to adjourn the meeting. It was seconded by Victor Huang and all were in favor.
 - b. Minutes submitted by: Vanessa Lalitte