

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)

1. Call to Order (WG Chair)
2. Roll Call and Disclosure of Affiliation (WG Chair)
Affiliation FAQs: <http://standards.ieee.org/faqs/affiliation.html>
3. Establishment of Working Group Membership (WG Chair)
4. Approval of Agenda
5. 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>
6. Review and Approval of Working Group Policies & Procedures (WG Chair)
7. Establishment of Officers
 - a. Vice-Chair
 - b. Treasurer
 - c. Secretary
8. Overview of Standards Development Process (Vanessa Lalitte, IEEE SA Program Manager)
9. Technical Presentation & Discussions
 - a. Presentation of the project: Hamadou Saliah-Hassane (WG Chair), Avron Barr (Chair, LT/SC) and Victor Huang (Chair, IEEE IES/SC)
 - b. Guest speaker, Eric Shepherd (Talent Transformation Guild): Privacy, Security, Residency, and Governance for IEEE P2834 Standard for Secure and Trusted Learning Systems
 - c. Guest speaker, Scott Gallant (EdSpex): Serving compliance and personal expectation: a unified trust model
 - d. Guest speaker, Pablo Orduna (Labsland): Online Laboratory Security and Privacy Challenge
 - e. Guest Speaker, TJ Seabrooks (Rustici Software): An xAPI Perspective on Security and Trust
 - f. Brain Storming Session
10. Lunch
11. Future Meetings
 - a. Action Items
12. Final Remarks
13. 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>

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.