IEEE SA STANDARDS ASSOCIATION

IEEE P2834 Working Group – Minutes of Meeting
28 June, 2021 / 5:00 PM – 6:00 PM (EDT) via WebEx
WG Chair: Hamadou Saliah-Hassane

1. Call to Order
   a. The meeting was called to order by the Chair at 5:02 PM EDT.
   b. The meeting was recorded on WebEx for drafting the mtg minutes only and is destroyed thereafter.

2. Roll Call and Disclosure of Affiliation
   a. Carried out via Chat in WebEx.

3. Approval of Agenda
   a. Elio San Cristobal Ruiz moved to approve the agenda. It was seconded by Maria Petrie. All were in favor.

4. Approval of Previous Meeting Minutes
   a. Yousef Ibrahim moved to approve the previous meeting minutes. It was seconded by Maria Petrie. All were in favor.

5. IEEE Patent & Copyright Policies
   a. The Chair made a call for potentially essential patents. No patents were disclosed by attendees.
   b. The copyright policy was presented. There were no questions or concerns.

6. Technical Presentation & Discussions
   a. Discuss and revisit draft -Hamadou Saliah-Hassane and Larisa Dunais
      i. Larisa Dunais presented the draft document
         https://drive.google.com/drive/folders/1F9QUP57VseV08HMhO7vnAiO4OIrXZ5u-?usp=sharing.

   b. Solicit contributions from WG members towards the second draft of the standard - Hamadou Saliah-Hassane and Larisa Dunais
      i. Attendees were instructed to add their name to the Tasks in which they want to contribute.
      ii. Contributors were instructed to add their contributions and add comments and clarifications where necessary.
      iii. Following tasks still need contributors: Incident Response and Management, Digital Forensics, Security Risk, Security Governance

   c. Discuss any improvement of the current process of solicitation from WG members towards second draft contributions. - Hamadou Saliah-Hassane and Larisa Dunais

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1. The WG members were instructed to organize meetings and create content for the draft. The contributors were instructed to add their email address to the document. Such that they can be contacted for meetings.
2. Involvement can be also as stakeholder (e.g. as a technology user who is not technically knowledgeable).

d. A new WG Secretary, Abdellah Touhafi, was appointed by the WG Chair. Motion to approve appointment was made by Larisa Dunais and seconded by Maria Petrie. All were in favor.

e. Maria Petrie proposed assistance to be provided by some of her PhD students to help with the WG webpage, https://sagroups.ieee.org/2834/.

Larissa Dunais provided an update about ICELIE. ICELIE is now an IES sponsored conference. The conference will be online. It will be in conjunction with the IECON conference. A single registration gives access to both conferences. All are invited to submit papers for the ICELIE conference.

f. The Chair and all members of the WG acknowledged the exceptional work done by Sundar Krishnan in his capacity as the previous WG Secretary.

7. Action Items

Sl no.	Action Item	Owner	Due
1	Send email again to WG members.	Hamadou Saliah-Hassane & Abdellah Touhafi	July 26 2021
2	Follow up actions done by WG members	Hamadou Saliah-Hassane & Abdellah Touhafi	July 26 2021

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8. Adjourn
   Meeting was adjourned by the WG Chair at 6:10 PM EDT

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Meeting Attendees and Affiliation

1. Hamadou Saliah Hassane - TECHNOSULT Inc., Université TÉLUQ (Canada) & EDU/SC Chair
2. Larissa Dunai -IES/SC
3. Abdellah Touhafi - Vrije Universiteit Brussel, Belgium
4. Cheng-Jen (Allen) Chen
5. Elio San Cristobal Ruiz – UNED
6. Emilio Werner   - Federal Univ. of Santa Catarina, Brazil
7. Janusz Zalewski - Florida Gulf Coast University
8. Jhennifer Matias - Federal Univ. of Santa Catarina, Brazil
9. Luis Felipe
10. Maria Petrie – Florida Atlantic University
11. Victor Huang - IES/SC Vice Chair
12. Vanessa Lalitte - (IEEE SA staff, P2834 Program Manager)
13. Yousef Ibrahim - IES/SC

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