

IEEE P7004 Working Group
Meeting Minutes, May 31, 2017 3pm-5pm EDT
Recorded by Natasha Alvarado, Secretary

1. Call to Order

Working Group Chair, Marsali at 3:04 pm EDT, called meeting to order.

a. Introduction and Affiliation Declarations

21 participants (See below for the individuals present) declared all affiliations.

2. IEEE Standards Development Process Presentation

Jonathan Goldberg (Program Manager (Program Manager) discussed the points. The presentation and information will be readily available on the iMeet workspace.

3. Roll call of Individuals (Working Group Establishment)

All **21** participants have obtained voting rights. **0** have opposed the interest in obtaining voting rights.

4. Review of WG Policies and Procedures Baseline (P&P)

Modifications have been made in accordance to Robert's Rules.

- The working group has reviewed Case I, Case II, and Case III.
 - Case I was suggested by the Chair. Nobody opposed.
- Treasurer Positon is not applicable since; there will be no face-to-face meetings.
- Requirements 4.11 Membership status:
 - consistent participations is essential
 - Two consecutive meetings missed; pay lose the voting membership. (Chair will notify when case arises).
- Meetings will be held on a monthly basis, same time and at the end of each month at 3PM EDT.

Action: Jonathan Goldberg will forward the WG Policy & Procedures to LTSC for approval.

The motion to approve was made by Jack. Matt seconded the motion. No objections.

5. Approval of Agenda

The motion to approve agenda as is was made by Michael Jay. Dusty seconded the motion.

6. IEEE Patent Policy

a. Call for Patents

The call for patents was raised; no one raised any concerns or any comments for consideration

7. Establishment of Officers

As per Case I selection, Working Group Chair, Marsali will appoint the other officers.

8. New Business

Marsali discussed the importance of the project and the background information. She emphasized the importance of working to gather definitions, research, etc.

9. Future Meetings:

- Meetings will be held on a monthly basis, same time and at the end of each month at 3PM EDT.

Action: Natasha Alvarado will e-mail the meeting details for next month's meeting for June 28, 2017 at 3pm EDT.

10. Adjourn

Meeting was adjourned at 4:58 pm EDT.

Barr	Avron	IEEE Learning Tech. Standards Committee
Caeiro Rodriguez	Manuel	University of Vigo
Carrier	Ryan	Executive Director - ForHumanity
Costa	John	Chair IEEE Actionable Data Book - Industry Connections Treasurer IEEE LTSC CEO Repubit LLC -
Egawa	Takashi	NEC
Fedders	Charlotte	Common Sense Media
Fisher	Dusty	RSG LLC (self)
Fruth	Larry	A4L Community
Gillula	Jeremy	Electronic Frontier Foundation
Jay	Michael	Educational Systemics, Inc.
King	Jonathan	i-SAFE
Lopez-Herrejon	Roberto Erick	Ecole de Technologie Superieure
Maia	Rodrigo	Centro Universitario FEI
McArtney	Jack	McArtney Group
Murahwi	Zvikomborero	Gratia ICT Advisory
Mustafa	Alan	The American University of Kurdistan
Raymond	Macke	CREDO Stanford University
Silveira	Matt	OBS, Inc.
Troutman	Justin	PocketBlock
Vance	Amelia	Future of Privacy Forum
Wright	Kara	National Cyber Security Alliance

Natasha Alvarado IEEE –SA (Staff)

Jonathan Goldberg IEEE-SA (Staff)

*21 voting members