IEEE P2834 Working Group – Minutes of Meeting
11 February, 2022 / 10:00 AM – 11:00 AM (EST) via WebEx
WG Chair: Abdellah Touhafi

1. Call to Order

    a. The meeting was called to order by the Chair at 10:00 AM EST.

    b. The meeting was recorded on WebEx for drafting the meeting minutes only and is destroyed thereafter.

2. Roll Call and Disclosure of Affiliation

    a. Carried out via google doc.

3. Approval of Agenda

    a. Terril Frantz moved to approve the agenda. It was seconded by Juan Lalinde. All were in favor.

4. Approval of Previous Meeting Minutes

    a. Terril Frantz moved to approve the previous meeting minutes. It was seconded by Hamadou Saliah-Hassane. 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. Nomination of Secretary
    a. Prof. Dr. Sabarimalai Manikandan has volunteered to hold the capacity of secretary.
    b. Prof. Sabarimalai gave a short introduction on his activities, research interests and the P1752.2 standard in which he is also involved.
    c. Terril Frantz moved a motion to approve the nomination and Juan Lalinde has seconded the motion.

7. Technical Presentation & Discussions
    a. Update IEEE P2834 draft process: Abdellah Touhafi
        Standard drafting is based on two visions:
        -   1) A layered security and trustable learning system, seen from the perspective of the educational system and underpinned by the educational organization needs and principles on campus level, lab level and student level.
        -   2) Technical and technological solutions underpinned by fundamental scientific principles.
        The standard also contains use cases as basic implementation examples of the proposed techniques and technologies.
        Organization of the document:
        -   Fundamental technology aspects: Hardware, Network, Software, Data, User Governance and Management
        -   For each of those aspects the potential security methods that will be applied were outlined.
        -   Emphasis has been put on the fact that forensics is a generic part which will be implemented on the different layers of the system.

- Proposed Timing:
  - Basic concepts, Basic Security Architectures by end February
    - 3 meetings were organized in January and 3 meetings are programmed for Februari
  - Work Out security methods and simple use cases by end of April
    - 3 meetings planned during March and April

- The fast progress has lead us to the need to represent the structure of the document as a mind map. That will help us to make sure that the document is structurally sound and complete. This task will be done the last week of Februari.
- Proposal to have a WG meeting during the ICELIE conference in Brussels.
- The work being done will be challenged in at least one but preferably multiple conferences.
- Hamadou remarks that it was used to have workshops about standards for education on some flagship conferences of IEEE Education Society- for example IEEE EDUCON conference, IEEE EDUNINE conference and IEEE Frontiers In Education conference.
  - This will be further followed up.

b. Update on the website
   i. Under the menu-item '*meetings*' we have added a menu-item '*Invited Speakers*' and also added a page in which we place the information about the invited speakers.
   ii. Members page has been updated
   iii. Conferences page has been updated

c. Larisa Dunai gives an update on the status of the ICELIE 2022 conference which is organized in conjunction with the IECON 2022 flagship conference. The webpahe of the ICELIE conference has been presented.
d. Presentation by Juan Lalinde (Universidad EAFIT) and Natalia Bueno(Uniminuto):
   Title of the presentation: Security Governance in Education Systems.
   i. Natalia Bueno gave a global overview on the security governance aspects for learning systems.
   ii. Juan Lalinde discussed the four pillars that are essential to secure the institution against harmful attacks. He also presented some good approaches for good governance and the benefits of such governance policies.
e. General discussion and remarks
   i. Maria Larrondo Petrie proposed that the professors involved in this standard also involve their PhD students and that we formalize the involvement of students in general.

8. Action Items

	Sl no.	Action Item	Owner	Due
	1	Formalization of student engagement in this WG	Larisa Dunai ,Hamadou Saliah-Hassane, Johan Martinez Barja and Abdellah Touhafi	Permanent action.
	2	Apply to funding possibilities provided by Education Society Governing board or other funding bodies. Mainly to help students that are involved in the standard development to get some funding to attend conferences (registration, publication and travel costs).	Larisa Dunai ,Hamadou Saliah-Hassane, Johan Martinez Barja and Abdellah Touhafi	Permanent action.
	3	Research on conferences in which the scientific principles used for the standard can be published	Larisa Dunai ,Hamadou Saliah-Hassane	Permanent action

9. Adjourn

Meeting was adjourned by the WG Chair at 11:05 AM EST

Meeting Attendees and Affiliation

1. Hamadou Saliah Hassane - TECHNOSULT Inc., Université TÉLUQ (Canada) & EDU/SC Chair
2. Abdellah Touhafi - Vrije Universiteit Brussel (WG Chair)
3. Cihan Varol, Sam Houston State University
4. Cheng-Jen (Allen) Chen, IES Standards TC Chair
5. Emilio Werner , Federal Univ. of Santa Catarina, Brazil
6. Juan Lalinde
7. Jhennifer Matias
8. Larisa Dunai
9. Maria M. Larrondo Petrie; Florida Atlantic University
10. Natalia Bueno
11. Sabarimalai Manikandan
12. Terril Frantz Harrisburg Univ
13. Victor Huang, IES/SC Vice Chair