

Biweekly teleconferences are on Thursdays at 10 a.m. Eastern.

Antitrust and IP awareness

1. This is a TECHNICAL committee. Please familiarize yourself with [these antitrust and IP guidelines for IEEE meetings](#).
2. Report the existence of any patent claims that might be essential to implementers of any proposed standards (Potentially Essential Patents):
 - Speak up now, or
 - Report any essential patents of which you are personally aware to the Chair, or
 - Cause a Letter of Assurance to be submitted to the IEEE-SA

Guidelines for IEEE-SA Meetings

- All IEEE-SA standards meetings shall be conducted in compliance with all applicable laws, including antitrust and competition laws.
- Don't discuss the interpretation, validity, or essentiality of patents/patent claims.
- Don't discuss specific license rates, terms, or conditions.
 - Relative costs, including licensing costs of essential patent claims, of different technical approaches may be discussed in standards development meetings.
 - Technical considerations remain primary focus
- Don't discuss or engage in the fixing of product prices, allocation of customers, or division of sales markets.
- Don't discuss the status or substance of ongoing or threatened litigation.
- Don't be silent if inappropriate topics are discussed ... do formally object.

If you have questions, contact the IEEE-SA Standards Board Patent Committee Administrator at patcom@ieee.org or visit <http://standards.ieee.org/about/ieeeipetcom/index.html>

See IEEE-SA Standards Board Operations Manual, clause 5.3.13 and "Promoting Competition and Innovation: What You Need to Know about the IEEE Standards Association's Antitrust and Competition Policy" for more details.

Call for Potentially Essential Patents

If anyone in this meeting is personally aware of the holder of any patent claims that are potentially essential to implementation of the proposed standard(s) under consideration by this group and that are not already the subject of an Accepted Letter of Assurance:

- Either speak up now or
- Provide the chair of this group with the identity of the holder(s) of any and all such claims as soon as possible or
- Cause an LOA to be submitted

IEEE STANDARDS ASSOCIATION



Agenda (updated 5 December):

- Roll Call of Working Group Members
 - You can now go into the [roll call document](#) and update your attendance.

Old Business

- Repeat Announcements:
 - Next meeting 20 December
 - AIS2 documentation
 - Manuscripts being compiled to [IEEE website](#) under “Documents”.
 - Authors, please update your information.
 - Presentations available on [meeting website](#).
 - Proceedings being compiled
 - Will look a lot like first AIS proceedings
 - Expected to have done before the new year.
 - HCII AIS conference (July 26–31, 2019)
 - If you submitted a paper that wasn’t specifically sent to a session to which you were invited, please forward to Bob and he will make sure it reaches the appropriate session chairs.
 - Papers not previously assigned to a specific session are currently in limbo. Check your submissions.
 - At least three standards sessions
 - Conceptual Models
 - Interoperability

- Competency Modeling
- Officer Reports:
 - Vice Chair (Eric Domeshek)
 - Nothing to report
 - Secretary Report (Drew Hampton)
 - Conference proceedings are being compiled, with notes taken by Jody and Drew
 - Treasurer Report (Jody Cockroft)
 - Recruiting Coordinator Report (Ben Goldberg)
 - Website subscription link does not seem to be populating our MailChimp list. Avron will attempt to fix, working with Drew and Frank.
 - Collaboration – ICICLE Report (Avron Barr)
 - I/ITSEC session to announce ICICLE to military/training community to see if there was interest in a chapter.
 - Not terribly well-attended, but enthusiastically received regarding how to approach staffing in the coming years.
 - Standards session led by Robby and Avron also touched on AIS as a viable path forward.
 - Robby, Avron, and Art attended a conference in China that drew 2,000 people. Half dozen companies on stage selling AISs, some with millions of students. They want to get involved in standards—real commercial participation and interest.
 - If you would like to be a part of this discussion, that will begin at the LTSC level, then we decide was the AIS community can contribute.
 - Avron will have more to report on the 20th.
 - New PAR approved: 3652 on federated machine learning. Initiated by Wiebank in China. Learning across databases from different institutions. You can't share the data directly (illegal), but can share a representation of that data via machine learning algorithms. Participation is by corporation or institutional membership in IEEE.
 - Richard Tong has been compiling a report on ~200 people who are interested in participating. This will be passed on to Avron & Bob for review and specific planning.
 - Recruitment efforts from AIAED Summit in Beijing:
 - Announced a China AIS Working Group and a China ICICLE Working Group. Invited interested parties to reach out via WeChat.
 - Both groups exceeded the 100 member maximum and could only join via invite.
 - Currently there are 110 people in the AIS and 116 in the ICICLE.
 - Issued a survey to gather information from prospective applicants. 12 responses received.

- Potentially implementing a more selective application process for those who have completed the survey (suggestions welcome).
- Collaboration – IEEE 9274 Report (Keith Brawner)
 - Absent.

New Business:

- I/ITSEC Review
 - Always an opportunity to set up events (big, diverse event).
 - Bob has had a couple conversations with the deputy program chair for 2019 (Matt Spruill), seeing if we can have continual presence. Hopefully more to report on the 20th.
 - Kara Orvis is the new special events chair.
- HCII Conference Sessions
 - Best way to submit is to go back to the invitation.
 - If not sure, send to your session chair an inquiry or a request to be correctly placed.
 - Possible authors may have proposed to the HCI conference instead of the conference sessions.
 - Potential to “steal” papers back to the session with appeal to conference coordinators.
 - Camera-ready version due February 1. Many sessions will want preliminary versions.
- Affiliated conferences
 - One way to broaden our visibility while also reducing the burden for travel on members.
 - KP Thai:
 - Criteria for selection:
 - High impact
 - International audience
 - Diversity between industry and academics
 - Existing relationship or readily available to collaborate
 - Spread out on the calendar
 - Possibilities (to be posted on the website):
 - HCII (established)
 - International Joint Conference on Artificial Intelligence (Macao, good industry representation, Yixue has space they can contribute).
 - SIG-CHI (Glasgow, large, lots of industry, Bob has connections)
 - AIED (Chicago, already had a workshop there).
 - Full list will be made available on the website.
 - Subgroup on ontology
 - One of the subcommittees set up at AIS2 in Menlo Park.
 - Initial meeting worked through approach plan.
 - Defining “learning” “adaptive instruction” in route to full ontology.

- Second meeting afternoon of December 6.
- AIS Ontology sub-committee held a kickoff meeting Nov. 21st (A. Knowles, KP Thai, J. DeFalco). Discussion included covering spectrum of government, industry, and academia perspectives, distinguishing AIS from assistive tools, and identifying possible ontology resources. Outcome of meeting was an approach: 1. Define learning, 2. Define AIS, 3. Define specific terms. We also set up a Google Drive site dedicated for AIS Ontology purposes. Next meeting is Dec 6th.

How to join the telecon...* If you have a join.me account or want to sign up, please go to: join.me/IEEE-CAIS (need to login) If you want to join as a guest, go to join.me, and use Conference ID: 854-669-751 to join the meeting (anonymous login, but asks for your name later)

- Dial this number for voice: +1.646.307.1990 If you want to present, you will need to either: download the join.me app so I can pass control to you OR I can flip slides for you if you email me your presentation by 0800 on Thursday.

(Note: some people have issues logging into Roll call document as they cannot access Google)

Meeting adjourned at 9:49 a.m. CST
Next meetings: December 20, January 3