

## Call to order

The 2<sup>st</sup> meeting of [IEEE CTSoc Human-Machine Interaction and User Experience Technical Committee \(HMI\)](#) was held remotely on [Zoom](#) on [2021-10-25 11:00AM - 12:23AM UTC](#).

## Attendees

1. Kingkarn Sookhanaphibarn (Chair)
2. Davide Calandra (Secretary)
3. Bill Kapralos (Vice-Chair)
4. Kenichiro Ito
5. Yoichi Yamazaki
6. Andrea Tigrini
7. Alessandro Mengarelli
8. Luca Romeo
9. Ryota Horie

## Agenda Items

- A standard P&P for all TCs
- Recruitment of new TC members
- Liaison position
- Way to recognize members' service
- Collect expressions of interest by members to prepare educational content
- Publicity of TCs on CTSoc social media and via members' networks

### 1. Welcome by Chair [10min]

Kingkarn Sookhanaphibarn (Chair) welcomes the participants.

The Chair starts sharing a presentation and reviews the meeting agenda.

### 2. A standard P&P for all TCs [20min]

The Chair illustrates the standard P&P document, with particular focus on aspects which were discussed during the previous meeting, in particular:

- TC members do not require to be IEEE or CTSoc members
- From Jan 1 2022, the CTSoc membership is required in order to vote, for a candidate to hold an officer position, and to be nominated to a technical position

The chair asks for comments regarding the P&P document, and tells members to add them to the shared document. No comments from the participants.

Bill Kapralos (Vice-Chair) provides some details of the next agenda items in the context of the P&P document.

### **3. Recruitment of new TC members [5min]**

The Chair introduces the new members of the technical committee (Andrea Tigrini and Alessandro Mengarelli).

Andrea Tigrini and Alessandro Mengarelli introduce themselves.

### **4. Liaison position [5min]**

The Chair informs the members regarding the availability of a number of additional positions other than the three officers (Chair, Vice-Chair and Secretary). These includes:

- Conference Liaison
- Publications Liaison
- Education Liaison
- Standard Liaison
- Future Direction Liaison
- Industry Liaison
- Academia Liaison
- Etc.

The Chair states that the HMI TC is open to members which would like to serve in these liaison positions. Interested members can contact officers by mail and apply to them.

### **5. Way to recognize members' service [5min]**

The Chair introduces the topic of recognition of member service. She mentions some examples, such as discounts for conferences.

The Chair asks for suggestions regarding possible other ways to recognize member's service. No comments from the participants.

The Vice-Chair suggests organizing, in CTSoc conferences, special sessions with invited papers from TC members.

### **6. Collect expressions of interest by members to prepare educational content [5min]**

The chair introduces the topic.

The Vice-chair suggests that several resources coming from the TC members may be put together and structured as a brief informational session (something similar to the special sessions mentioned earlier).

### **7. Publicity of TCs on CTSoc social media and via members' networks [10min]**

The Chair provided the list of social network pages and groups of CTSoc (Facebook, LinkedIn, YouTube, etc.), in case some participants were not aware of them.

The Chairs asked the members what information they would like to share on these social networks.

The Vice-Chair suggests that information regarding internal meetings shall not be advertised to the general public, but rather only members of the HMI TC or CTSoc members.

## 8. Discussion, Q&As [23min]

The Chairs asks each participant (individually) for further comments.

Andrea Tigrini suggests creating a LinkedIn group for the HMI TC, to advertise activities and to attract new members. Both the Chair and Vice-Chair agree with the idea.

Alessandro Mengarelli agrees with the suggestions of Tigrini, as well as to the idea of the Vice-Chair to organize special sessions to recognize members' activity.

Yoichi Yamazaki agrees with the idea of using social media, e.g., by sharing webinars, presentations, or short videos.

Ryota Horie expresses his interest in the special session proposal (to recognize members' activity), and asks for it to be brought to the next TC board meeting.

Kenichiro Ito states that he agrees with most of the opinions, and he also suggests taking advantage of all the functionalities offered by social medias. For example create brief versions of longer videos and webinars in order to attract potential viewers from outside the research community.

Luca Romeo suggests advertising the activities of the TC to different mailing lists too, not only to the TC members' one. For example, to the Machine Learning, Artificial Intelligence or Computer Vision ones, which can be complimentary to the HMI TC topics.

The Secretary (Davide Calandra) suggests that the use of additional communication channels (e.g., Discord or Slack) for the TC members may be considered, in order to facilitate interaction between members and the presentation of new proposals. He invites the members to suggest possible alternatives in terms of platforms/services.

The Chair and Vice-Chair ask the participants for further comments. No further comments from the participants.

Meeting is adjourned by the Chair.