**IEEE P2650 Working Group**

**Meeting Agenda [18-July-2019] – [12.00 PM EST]**

1. Call to Order
* Introduction by Chair
1. Roll call of members
2. Approval of Meeting Agenda for 18 July 2019
3. Approval of previous Minutes of the Meeting held on 27 June , 2019
4. IEEE Patent Policy
* Call for Patents
1. Review and Call-for-Action on WG Voting Membership Reestablishment

Ref. Relevant sections 4.1.1 & 4.2 in approved P&P [Access here](https://ieee-sa.imeetcentral.com/p/aQAAAAADAU67)

1. Technical Review of Draft Standard Document

Ref: The latest draft **Ver. 1.7** as on 11 July 2019 [Access here](https://ieee-sa.imeetcentral.com/p/aQAAAAAD4ASt)

1. New Business
2. Future Meeting
3. Adjourn Meeting

**Appendix**

1. ***Approval of Agenda:***
* The agenda for the meeting may be modified prior to its approval.
* In order to proceed, a member must make a motion for the approval of the agenda. For example:
	+ Chair: Is there anyone who would like to make a motion to approve the current agenda?
	+ Voting member A: I would like to make a motion to approve the agenda.
	+ Chair: Is there anyone who would like to second the motion.
	+ Voting member 2: I do.
	+ Chair: The motion is open for discussion. Is there any discussion to the motion? If not, let us vote.
* Tally the vote count
	+ Number of Approval
	+ Number of Disapproval
	+ Number of Abstain
* A majority approval is required because this is a procedural issue.
1. ***IEEE Patent Policy:***
* Present the slide set that is located at <https://development.standards.ieee.org/myproject/Public/mytools/mob/slideset.pdf>.
* Show all slides
	+ Read slides 3 and 4.
	+ Ask if there is anyone in the room who is aware of any essential patents.
		- If silent, make following notes in the meeting minutes. A call for patents was made by Chair (insert name) at (insert) time. No potentially essential patent claims were declared and no holders of potentially essential patents were identified.
1. ***Adjourn:***
* In order to end the meeting, the WGC may ask if a WG member wishes to move to adjourn the meeting
* Notate the motion in the minutes. For example
	+ Motion #: WG member 1 (list affiliation) moves to adjourn the meeting. WG member 2 (insert affiliation) seconds the motion.
		- . in favor,.. against, .. abstention. Motion passes/fails
	+ A majority vote is necessary because this is a procedural motion