**IEEE P7005 Working Group**

**Meeting Agenda - DRAFT**

**13 November 2017 / 9:00 A.M. – 10:30 A.M. EDT**

**Teleconference**

1. **Call to Order**The meeting was called to order at 9:00 AM.
2. **Roll Call and** [Affiliation](http://standards.ieee.org/faqs/affiliation.html) **Declarations**Meeting attendees and current member voting statuses are listed on page 2 of the meeting minutes.
3. **Approval of Agenda
*Motion to approve the meeting agenda.*** The agenda was approved as submitted without objection.
4. **IEEE Patent Policy** ([Call for Patents](https://development.standards.ieee.org/myproject/Public/mytools/mob/slideset.pdf))

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

1. **Approval of 16 October Meeting Minutes**
2. **Subgroup Updates**
3. Council of Europe – Christina Colclough
Nothing to report.
4. Editor – Dennis Holstein / Doug Gregory
Nothing to report.
5. Security – Angela Jackson-Summers
Nothing to report.
6. **Working Group Participation Update** (Feedback and Additional Considerations)
Dennis discussed clause 4 in the draft; should and shall text. Dennis noted the scope and purpose in the draft was taken from the PAR. Christina took the action item to review the purpose.

Christina reviewed her comments on the draft with members of the working group.

There was discussion around commenting on the draft and how to collect that information. The Editing team took the action item to review this process and share with the working group.
7. **Planning Updates for Future Face-to-Face Meeting** (Proposed Date and Location, Planned Working Activities)
Bryan presented his slides. Bryan noted the possible locations and meeting date, week of April 14th.

Annette noted that the Computer Society located in Washington D.C. could host the meeting. Ulf said he can look into a potential host for London and Iceland.

Takashi noted that having the meeting co-located with an event should be considered as a possibility.

Ulf mentioned a 7 day meeting is too long, the group will be more effective if we meet 3-5 days.

Bryan and Christina will work on a poll to send to the group for the face-to-face meeting in April 2018.

1. **Recap Action Items & Next Steps**
2. **Future Meetings**
* 21 December 2017, 9:00 A.M. – 10:30 A.M. EDT
* 15 January 2018, 9:00 A.M. – 10:30 A.M. EDT
* 19 February 2018, 9:00 A.M. – 10:30 A.M. EDT
1. **Adjourn**The meeting was adjourned at 10:46 AM

***Attendance:***

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| **Last Name** | **First Name** | **Company Name** | **Voting** |
| Angel | Miguel | everis |  |
| Bengtsson (Chair) | Ulf | Sveriges Ingenjörer | **x** |
| Chiozzi | Diego | Self | **x** |
| Colclough | Christina | UNI Global Union  | **x** |
| Egawa | Takashi | NEC | **x** |
| Friedman | Dan | Self | **x** |
| Gregory | Doug | iOS Forensics | **x** |
| Holstein | Dennis | OPUS Consulting Group | **x** |
| Huegli | Daniel | syndicom | **x** |
| Jackson-Summers | Angela | Self | **x** |
| Murahwi | Zvikomborero | Services Sector Education And Training Authority |  |
| Reese | Bryan | Self | **x** |
| Reilly | Annette | Self | **x** |
| Silveira | Matt | OBS, Inc. | **x** |
| White | Alexander | Self | **x** |

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| Bahn  | Christy | IEEE-SA (staff) |