

**IEEE P7010 Working Group Meeting  
Draft Agenda  
24 August 2018, 5:00 PM – 7:00 PM (EDT)  
Teleconference**

- 1. Call to Order**
- 2. Roll call of Individuals**
- 3. Approval of Agenda**
- 4. IEEE Patent Policy ([Call for Patents](#))**
- 5. Approval of June 28<sup>th</sup> Meeting Minutes**
- 6. IEEE P7010 Outline Review**, John Havens, Laura Musikanski, Daniel Schiff
  - a. John – General Introduction to Outline
  - b. Laura – Overview, WB portion of Outline
    - i. Group discussion
  - b. Daniel – Overview AI portion of Outline
    - i. Group discussion
- 7. Technical Editor Role Discussion**
  - a. Zviko as potential T.E.
  - b. Confirmation of Zviko as T.E.
- 8. Discussion, re: overall Timeline moving forward. Timeline based on:**
  - a. Updates to Outline
  - b. T.E. Process finalized
  - c. Volunteers to write Draft sections coordinating with T.E. Process
  - d. Goal: Potential draft by end of Q1, 2019 (potentially earlier)
- 9. Discussion – WG admin**
  - a. Consulting post P7010 issuance: How does IEEE deal with this?
  - b. Fit of P7010 to rest of 7000 series - John
  - c. Email communications and Imeet document management protocol:
    - i. All emails for P7010 should start with P7010 then state the purpose in email subject line.
    - ii. imeet doc storage needs to be sensical and manageable – Christy
  - d. Access procedure for P7010 docs on imeet refresh

**10. New Business**

- a. Discussion re: External Communications protocols - John

**11. Future Meetings**

TBC

**12. Adjourn**