1. Call to Order
2. Welcome and Introductions
   * Declaration of Affiliation **-** [*Affiliation FAQs*](http://standards.ieee.org/faqs/affiliation.html)
   * Review of WG Membership (Voting, Non-voting, and Non-member)
3. Approval of Agenda for Nov 2022 Meeting
4. Approval of Meeting Minutes – [IEEE 1680.2-.3 WG Meeting Minutes 16 Nov 2022](https://ieee-sa.imeetcentral.com/1680-2-3/folder/WzIwLDE1MzExOTQwXQ/WzIsODM3Mjk0NjVd/)
5. Review of IEEE SA Policies and Guidelines
   * [Call for Patents](https://development.standards.ieee.org/myproject/Public/mytools/mob/slideset.pdf)
   * [Copyright Presentation](https://standards.ieee.org/ipr/copyright-materials.html)
   * [Participant Behavior – Individual Method](https://standards.ieee.org/wp-content/uploads/import/documents/other/Participant-Behavior-Individual-Method.pdf)
6. Technical Presentation(s), Contribution(s) or Discussion(s)

* Subgroup standards update process
* Subgroup timeline

1. Old Business
   * Call for volunteers for Secretary
2. New Business
3. Future Meetings
   * Propose to hold monthly meetings – Every 3rd Wednesday at 2 PM ET for an

hour.

* 15 Feb 2023
* 15 Mar 2023

1. Adjourn meeting

**WebEx information as well as document(s) that should be reviewed prior each of our meeting are noted in the next page.**

**WebEx information:**

JOIN WEBEX MEETING  
https://ieee.webex.com/ieee/j.php?MTID=ma3546910c1cf40e7a097fd371ee9b2fb

Meeting number (access code): 2630 648 4410  
  
Meeting password: G2iEivJAp52  
  
JOIN BY PHONE  
+1-646-992-2010 United States Toll (New York City)  
+1-904-900-2303 United States Toll (Jacksonville)

**Note:** According to [5.3.3 Standards development meetings](https://standards.ieee.org/about/policies/opman/sect5/) in the IEEE SASB Ops Man, it states the following.

*… The IEEE SA Individual method or Entity method participant behavior slide set, as applicable, shall be either presented at the beginning of every IEEE SA standards development meeting or distributed prior to the meeting along with the meeting agenda. If the slides are distributed with the meeting agenda, all meeting participants shall be informed at the beginning of the meeting that participant behavior shall comply with the outlined requirements. The presentation of the slides or the notice to meeting participants shall be documented in the minutes of the meeting.*

*The* [Participant Behavior – Individual Method](https://standards.ieee.org/wp-content/uploads/import/documents/other/Participant-Behavior-Individual-Method.pdf) as noted shall be complied by each participant of this WG, and is recommended to review prior to each meeting.