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
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)
   * Review of 1680.3 draft
   * Review of 1680.2 draft (possibly)
   * Next steps:
     + Initiate SA ballot process
7. Old Business
8. New Business
9. Future Meetings
   * Propose to hold monthly meetings – Every 3rd Wednesday at 2 PM ET for an

hour.

* 19 July 2023
* 16 August 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=m45041d57ea329baddde6617e6d95e856>

Password: Mb5iBufb8m3

Access code: 263 200 75025  
  
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.