IEEE P1936.3 Working Group Kick-Off Meeting
Approved Agenda
10am, 10th, February, 2023, UTC+8 hours
ONLINE

1. **P1936.3 Call to Order by Yu Su, China Mobile (Chengdu) Information and Telecommunication**
    a.   **Introduction and Declarations of Affiliation**
    b.   **Introduction to member entities**
    c.   **Introduction of new Designated Representatives and Designated Representative Alternate**
    d.   **Goal of this meeting**

2. **Roll call of Individuals and Declaration of Affiliation (Working Group Establishment)**
    Affiliation FAQs: http://standards.ieee.org/faqs/affiliation.html

3. **IEEE SA Procedure Introduction (By Program Manager Jiajia Liu) [Duration: 15M-30M]**

4. **Approval of Agenda**

5. **IEEE Patent Policy: Call for Patents**
    https://development.standards.ieee.org/myproject/Public/mytools/mob/slideset.pdf

6. **IEEE Copyright Policy:** https://standards.ieee.org/content/dam/ieee-standards/standards/web/documents/other/copyright-policy-WG-meetings.potx

7. **Participant behavior in IEEE-SA activities:** https://standards.ieee.org/content/dam/ieee-standards/standards/web/documents/other/Participant-Behavior-Entity-Method.pdf

8. **Approval of Working Group Policies and Procedures (P&P)**
    A. Review P&P of Working Group P1936.3.
    B. Approval P&P of Working Group P1936.3.

9. **Election of Officers**
    Call for Candidate until the [25th January 2023]. Election of Officers will be conducted at the meeting.
    (Optional: Insert Brief background introduction of each candidate.**)**
    Current Vice Chair Candidates received:
        [Yu Su] from [China Mobile (Chengdu) Institute of Research and Development]

    Current Secretary Candidates received:
        [Yang Zhang] from [China Power Engineering Consulting Group Co., Ltd. (CPECC)]

10. **Presentation(s) / Technical Presentation(s), Contribution(s) or Discussion(s)**
11. **Future Meetings**
12. **Adjourn**

Call to Order
Program Manager (PM): At this time the Working Group Chair, XXXX would like to call the meeting to order.
Working Group Chair (WGC): Welcome everyone, I would like to call this meeting to order.

Roll Call of Individuals and Declaration of Affiliation (Working Group Establishment)
Introduction and Affiliation Declarations
- At the first WG meeting it is recommended that the WG Chair or Secretary read from the participant list the members that are present and ask them to provide their affiliation and briefly introduce themselves. Going forward roll call and declaration of affiliation can be handled as mentioned above depending on the size of the group OR by one of the following methods:
- Google Spreadsheet. The WG attendance list can be kept in a private Google sheet that is only accessible by and shared with confirmed WG members. At the beginning of each electronic meeting a link is shared with the WG in the chat box. Individuals are then asked to access the Google sheet and mark their attendance. The WG Secretary (or individual taking attendance) monitors the sheet and informs the WG Chair (or individual chairing the meeting, if not the WG Chair) once quorum is achieved.
- Web Conferencing Tool Chat box. The WG Chair (or individual chairing the meeting, if not the WG Chair) asks each meeting participant to put their name and affiliation in the chat box. The WG Secretary (or individual taking attendance) monitors the chat and informs the WG Chair (or individual chairing the meeting, if not the WG Chair) once quorum is achieved.
- Survey Monkey. At the beginning of each electronic meeting a link is shared with the WG in the chat box. Individuals are then asked to access the survey and mark their name and affiliation. The WG Secretary (or individual taking attendance) will need to monitor and continually refresh the survey results and inform the WG Chair (or individual chairing the meeting, if not the WG Chair) once quorum is achieved.

Working Group Establishment (at 1st WG meeting)
WGC: As per section XXXX of the Working Group P&Ps, we need to establish voting membership. At this time voting membership is granted to those participants attending the first meeting of a newly chartered Working Group. If you do not wish to have voting rights please speak up now or email the Working Group Chair and please refer to the WG P&Ps on obtaining voting rights.

IEEE SA Procedure Introduction (by WG chair or IEEE SA Program Manager) [Duration: 15M-30M]
   a. **GDPR Compliance**
   b. **Parliamentary Procedures**
   c. **eTools: myProject, Listserve, iMeet Center, WordPress, and WebExGDPR Compliance,** PM will present the eTools used by the WG.

Approval of Agenda, Working Group Chair (PM can assist as necessary)
Note: Make sure the members making the motions and second the motions are voting members of the WG other than Chair and ask them to state their name so it is captured in the meeting minutes.

In order to proceed, a member must make a motion for the approval of the agenda. For example:
- WGC: 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.
- WGC: Is there anyone who would like to second the motion?
- Voting member B: I second the motion or I do.
- WGC: The motion is open for discussion. Is there any discussion of the motion? Is there any objection to approving the agenda as presented? Hearing none, the agenda has been unanimously approved.

Example of capturing the motion/approval in the meeting minutes:
For an **entity WG** an example of capturing the motion/approval in the meeting minutes:
Approval of the Agenda
Motion to approve the agenda. (Mover: First Name Last Name Initial / DR or DRA,; Second, First Name Last Name Initial / DR or DRA.) The agenda was unanimously approved as presented without objection. Next Meeting Agenda will have the Approval of the XXXX Meeting Minutes. The approval process is handled the same way as well as how the motion is captured in the meeting minutes.

Note: You must have a quorum to approve the meeting minutes as well as the meeting agenda.

IEEE Patent Policy (Working Group Chair is responsible for this at every meeting):
The patent slide(s) are to be shown at every WG meeting. For the first WG meeting present the slides located: https://mentor.ieee.org/myproject/Public/mytools/mob/slideset.pdf
WGC will share and read all slides starting with Slide #1. Ask if there is anyone in the room who is aware of any essential patents. If silent, capture the following in the meeting minutes: A call for patents was issued. No potentially essential patent claims were declared and no holders of potentially essential patents were identified. If there are responses it should be documented in the meeting minutes.

After the first meeting the WGC can show slide #2 and read the 3rd bullet.

IEEE Copyright Policy (Working Group Chair is responsible for this at every meeting):
For the first WG meeting present all the slides located: https://standards.ieee.org/content/dam/ieee-standards/standards/web/documents/other/copyright-policy-WG-meetings.potx, starting with slide 3.

After the first meeting the WGC can read the text on the 3rd slide

Working Group Policies and Procedures (P&P), (PM can assist as necessary)
PM will highlight important sections of the WG P&Ps and will encourage WG members to review the entire document.

This is only done when there isn't a common WG P&Ps for the WG. If there are already working group P&Ps in place you can review the document with the working group. They should know they are responsible to understand and abide by the P&Ps.

- Review the P&P making necessary, permissible modification(s).

- Capture the approval of the WG P&Ps in the meeting minutes:

- WGC: Is there anyone who would like to make a motion to approve the Pxxxx working group P&Ps?

- Voting member A: I would like to make a motion to approve the Pxxxx working group P&Ps.

- WGC: Is there anyone who would like to second the motion?

- Voting member B: I second the motion or I do.

- WGC: The motion is open for discussion. Is there any discussion of the motion? Is there any objection to approving the Pxxxx working group P&Ps as presented? Hearing none, the Pxxxx working group P&Ps has been unanimously approved.

Establishment of Officers
The WGC indicates that he/she has been appointed as the Working Group Chair in accordance to clause 5.1.1 of the XXXX Standards Committee.

Election of Officers (conducted by elections administrator**)**
With the assistance from your PM, please follow the procedure in the WG P&Ps. (The WG Chair need to appoint an elections administrator to collect the nominations and conduct the election. The chair may announce the candidate together with the agenda.) For example:
- Motion – Approve (Insert Name) as WG Vice Chair
  - State Full Name WG Vice Chair
  - WG Member(DR/DRA) moves to approve WG Vice Chair
  - Second WG Member(DR/DRA) moves to approve WG Vice Chair
    Elections Administrator: Any discussion? If no discussion, WG Members vote:
    Notate the results: 0 in favor, 0 against, 0 abstentions. Motion passes
- Motion – Approve (Insert Name) as WG Secretary
  - State Full Name WG Secretary
  - WG Member(DR/DRA) moves to approve WG Secretary
  - Second WG Member(DR/DRA) moves to approve WG Secretary
    Elections Administrator: Any discussion? If no discussion, WG Members vote:
    Notate the results: 0 in favor, 0 against, 0 abstentions. Motion passes

Adjourn
If business has concluded, the WG Chair can adjourn the meeting.

If business has not concluded but time has been reached, in order to end the meeting, the WG Chair asks if a WG member wishes to move to adjourn the meeting. It should be noted that any agenda items not covered will be moved onto the next meeting agenda.

Notate the motion in the minutes. For example:
- Voting member 1 (list affiliation if WG is entity-based) moves to adjourn the meeting.
- Voting member 2 (insert affiliation if WG is entity-based) seconds the motion.
- WGC: The motion is open for discussion. Is there any discussion of the motion? Is there any objection

to adjourning the meeting? Hearing none, the meeting is adjourned.