

IEEE P1937.7 Working Group Plenary Schedule
5th November, 2021
04:30PM to 07:00PM BEIJING
Online and Offline Meeting
Beijing, China
Hosted by Peking University

1. Welcome Speech
2. Introduction to IEEE-SA Standards Development Process
Speaker: Zhao Meng (Standard Manager, China, IEEE)
3. Call to order by Yan Lei (PKU)
 - a. Introduction and Declarations of Affiliations
 - b. Introduction to member entities
 - c. Introduction of new Designated Representatives and Designated Representative Alternate
 - d. Goal of the Meeting
4. Approval of Agenda
5. Review/Approval of WG Policies and Procedures (P&P)
6. Establishment of Offices
- Appointment of Offices (Vice-Chair, Secretary, [Treasurer])
7. IEEE Patent Policy
 - a. Call for Patents
8. Introduction of WG
 - a. P1937.7 Standard for the Unmanned Aerial Vehicle(UAV)Polarimetric Remote Sensing Method for Earth Observation Applications
9. New Business
 - a. Task Assignment Discussion
10. Action Items
11. Future Meetings
12. Adjourn

Call to Order:

- Introduction and Affiliation Declarations-
 - o At this time, everyone present shall state their name and declare an affiliation.
 - For more information on affiliation, please review <http://standards.ieee.org/faqs/affiliation.html>.
- Working Group Chair can present the goal of the meeting to set a tone and expectation. This could be placed as a separate agenda item.
- Establishment of Membership
 - o Because this is the first meeting, general practice is for each entity representatives to indicate interest in becoming a member of this working group. A WG roster is generated. As this is an entity based project, minimum IEEE-SA Advanced Corporate Membership is required. Designated Representative (DR) and Designated Representative Alternate (DRA) need to be established on the membership level. Please refer to WG P&P.
 - Upon indicating interest to become a member of the WG at the first meeting, the DR of the entity representative will obtain voting rights.

Approval of Agenda:

- The agenda for the meeting may be modified prior to its approval.
- In order to proceed, a member must make a motion for the approval of the agenda. For example:
 - o Chair: Is there anyone who would like to make a motion to approve the current agenda?
 - o Voting member, A: I would like to make a motion to approve the agenda.
 - o Chair: Is there anyone who would like to second the motion.
 - o Voting member 2: I do.
 - o Chair: The motion is open for discussion. Is there any discussion to the motion? Is there any opposition to the motion? If not, the motion passes without opposition. If there is opposition, let us vote.
 - Tally the vote count
 - Number of Approval
 - Number of Disapproval
 - Number of Abstain
- In addition, this action must be captured in the meeting minutes. For example,
Motion #x: Move to approve the of Agenda, *file name (hyperlink preferred)*.
 - Moved by: Add in Name of the WG member, Name of the entity
 - Seconded by: *Add in Name of the WG member, Name of the entity Record the result of the motion* (Ex. Motion passed unanimously-or-counts for Yes, No, Abstain vote if a roll call was requested)

Please note, a motion can be made by the member of the WG, but decisions are made by the voting membership of the WG.

Approval of WG Policies and Procedures (P&P):

- Review and update draft WG P&P, where permissible.
- The draft WG P&P needs to be approved by the WG voting membership, and submit to Standards Committee for an approval.
- For example,

Motion #1: Move to approval the draft WG P&P, file name (hyperlink preferred).

- Moved by: *Add in Name of the WG member, Name of the entity*
- Seconded by: *Add in Name of the WG member, Name of the entity*
- *Record the result of the motion* (Ex. Motion passed unanimously -or-counts for Yes, No, Abstain vote if a roll call was requested)

This is recorded in the WG meeting minutes. Please note, adoption and/or modification of P&P requires approval by two-thirds vote of the voting membership.

Establishment/Election of Officers

- Please refer to 3.1 Election or Appointment of Officers clause of the WG P&P, which has been approved by the WG membership.

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IEEE Patent Policy:

- Present the slide set that is located at
<https://development.standards.ieee.org/myproject/Public/mytools/mob/slideset.ppt>
- Show all slides
 - Read slides 3-5.
 - Ask if there is anyone in the room who is aware of any essential patents.
 - If silent, make following notes in the meeting minutes. A call for patents was made by Chair(insert name). No potentially essential patent claims were declared and no holders of potentially essential patents were identified.

Adjourn:

- In case the meeting needs to end earlier than specified on the agenda, the WGC entertains a motion to move to adjourn the meeting to the membership.
- Notate the motion in the minutes. For example
Motion #x: Move to adjourn
 - Moved by: *Add in Name of the WG member, Name of the entity*
 - Seconded by: *Add in Name of the WG member, Name of the entity*
 - *Record the result of the motion* (Ex. Motion passed unanimously -or-counts for Yes, No, Abstain vote if a roll call was requested)