

IEEE P1940 Working Group
Meeting Agenda: Executive Session Meeting
19 JUNE 2020 / 12:00 PM – 13:00 PM (EST)
Teleconference (At Bottom)

- Call to Order: by John Callahan [12:19 Eastern]
- Roll Call and Disclosure of Affiliation:
Affiliation FAQs: <http://standards.ieee.org/faqs/affiliation.html>

Name	Status	Orga	Name	Status	Orga
Anurag Vijay Agrawal			John Callahan	<i>P</i>	<i>Veridium</i>
Arsenia Chorti			Victor Cooke		
Terry Davis			Siddhanth Dwivedi		
Vince Endres			Donna Embry		
Rohit Goswami	<i>P</i>		Scott Green	<i>P</i>	
Marco Hernandez			Rajesh Ingle		
Sara Jordan			Rameshchandra B Ketharaju		
Muhammad Khurram Khan	<i>P</i>		Xinhua Ling		
Alex Ilie			R K Rannow	<i>P</i>	
Bruce Wayne Renard	<i>P</i>	<i>NAC</i>	Ron Roberto		
Ward Rosenberry		<i>Veridium</i>	Gilanian Sadeghi		
Neetesh Saxena			Richa Siddavaatem		
Alan Thiemann			Beatrice Tomasi		
John Vodopia			Jayneel Vora		
Tony Zhang			Andrea Houtkin	<i>P</i>	

- Approval of Agenda: Approved by John Callahan, Renard, Green [12:20 Eastern]
- Approval of Previous Meeting Minutes: Approved by Rannow, Renard and unanimous consent [12:22 Eastern]
- IEEE Patent & Copyright Policies
<https://development.standards.ieee.org/myproject/Public/mytools/mob/slideset.pdf>
Copyright <https://standards.ieee.org/ipr/copyright-materials.html>
 - Veridium – patents for IEEE 2410
- Technical Presentation(s), Contribution(s) or Discussion(s): None
- Unfinished Business/Action Item Review:
 - a. Re-visit Meeting frequency John Callahan suggests to table for the next meeting-26 June, 2020 if required:

- New Business
 - a. Goal: Publish a final version on 19 June to vote to advance to balloting (IEEE SA Membership)
 - b. Chairman Callahan discussed the .pdf formatting of the standard. This is the document that will be presented for balloting.
 - c. Review of “Pull-Requests” for profile: 2410-2017 standard.
 - 1. Pull Request No. 18.
 - 2. Pull Request No. 15: Numbered as Version 1.0.
 - a. Fixed Hanging references.
 - b. Committee Members were added to the end of the document.
 - d. After review of pull requests, No. 15 and 18, the document is now ready for SA Balloting. Next Steps:
 - 1. Com Soc Chair queues the Standard for balloting triggering online voting.
 - 2. Once voted, the Standard is now so named: Standard 1940-2020. Subsequent versions are published on an annual basis.
 - e. A motion was made to move the P1940 standard to balloting: Made by Chairman Callahan:
 - Response [Rannow]:
 - 1. Discussion ensued re: what sections are “normative” and “informative”. Sections 2 and 3 are “normative” and Section 4 is “non-normative” or “informative”. Each section needs to be labelled as either “normative” or “non normative”.
 - 2. Concern was raised about pushing the Standard for balloting. A request was made for members of the WorkGroup to check that the document meets the scope of work before approval for balloting. Chairman Callahan recommended that the team meet again on 26 June 2020 @ 1200 to permit members of the WorkGroup additional to review the document. Motion: Rannow makes the motion; Green seconds the motion. So adopted by Chairman Callahan. [12:36 Eastern]
 - f. New profiles could be added under Section 2 “Profiles.”; etc. It was recommended that separate documents be published, rather as 1940.1, 1940.2, etc.
 - g. Suggestion: Start the Meeting 5 minutes earlier / 5 minutes later to avoid telecommunications issues.

Actions / Next Steps

Item	Action Description	Owner	Status
4/2.1	Speak with John if one wants to be an author of a particular profile.	Team	Discussed: 6/19/2020
4/2.6	Place meeting minutes on the web site.	Callahan	Ongoing
6/5.2	Find Richa's pull request. Small request on how to generate a pull request	Richa	Completed
6/19.1	Label each section as either "normative" or "non normative".	Callahan	Starting

- Future Meetings: WorkGroup Scheduled for: **Friday 26 June 2020 @ 12:00 Eastern**
- Adjourn: Actual Time: by John Callahan [12:47 Eastern]