

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

- Call to Order: [by John Callahan – 12:03 (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 | | | Siddhant Dwivedi | | |
| Vince Endres | | | Donna Embry | | |
| Rohit Goswami | | | 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 | <i>P</i> | |
| Ward Rosenberry | | <i>Veridium</i> | Gilanian Sadeghi | | |
| Neetesh Saxena | <i>P</i> | | Richa Siddavaatem | <i>P</i> | |
| Alan Thiemann | | | Beatrice Tomasi | | |
| John Vodopia | | | Jayneel Vora | | |
| Tony Zhang | | | Andrea Houtkin | <i>P</i> | |

- Approval of Agenda: Motion to approve the Agenda – by Randy, Bruce [12:05 Eastern]
<https://sagroups.ieee.org/1940/members/>
- Approval of Previous Meeting Minutes [19 June]: Previous meeting minutes approved – by Randy, Bruce [12:06 Eastern]
<https://github.com/p1940/p1940>
- 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 [Table- not applicable - No opposition]
- New Business

- a. Goal: Publish a final version on 26 June to vote to advance to balloting (IEEE SA Membership)
- b. Review of Additional Pull Requests
 - Pull Request: 19 into master: clean up broken diagram links and committee members
 - Pull Request: 20: added normative vs non-normative explicit and other formatting fixes
 - You may add acknowledgment at end of the document to include all participant's names
- c. New: The document requires more formatting work to meet the IEEE document standard and style guide. Otherwise, it will be rejected. A Section 5: Risk Matrix, is required and that will be performed as a pull request. To be added by Randy.
- d. New: Table the approval of the standard until all style requirements are met. Motion by Bruce, second by Randy. Voted: Approved by consensus.

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 |
| 6/19.1 | Label each section as either "normative" or "non normative". | Callahan | Complete |
| 6/26.1 | Create the Risk Matrix, adding a new Section 5 as a pull request | Callahan Rannow | Starting |

- Future Meetings: WorkGroup Scheduled for: Friday 3 July 2020 @ 1200
- Adjourn: Actual Time: by John Callahan, motion by Randy, second by Ron. [12:15 Eastern]