IEEE P2023 – Digital Transformation Working Group Kickoff Meeting Agenda  
**Sunday, 05 January, 2020**

**5:00 PM – 8:00 PM (PST)**

**Online Participants**

<https://meetings.webex.com/collabs/meetings/join?uuid=M78D52FGQ4Y6BNH091VQU17SGO-4O2>

**Face-to-Face Participants**

**Siena Room**, Tuscany Suites and Casino

255 E. Flamingo Road Las Vegas, NV 89169

**5:00 PM – 6:00 PM**

1. Call to Order (WG Chair)
2. Roll Call and Disclosure of Affiliation (WG Chair)

*Affiliation FAQs:* [*http://standards.ieee.org/faqs/affiliation.html*](http://standards.ieee.org/faqs/affiliation.html)

1. Establishment of Working Group Membership (WG Chair)
2. Approval of Agenda (WG Chair)
3. IEEE Patent & Copyright Policies (WG Chair)  
   Call for Patents <https://development.standards.ieee.org/myproject/Public/mytools/mob/slideset.pdf>

Copyright <https://standards.ieee.org/ipr/copyright-materials.html>

1. Review and Approval of Working Group Policies & Procedures (WG Chair & IEEE SA Program Manager)
2. Establishment of Officers (WG Chair)
   1. Vice-Chair and
   2. Secretary
3. Overview of Standards Development Process (Vanessa Lalitte, IEEE SA Program Manager)

**6:00 PM – 7:00 PM** Technical Presentations and Discussions

6:00 PM – 6:45 PM Presentation of the Project (Lee Stogner, WG Chair)

6:45 PM – 7:00 PM Presentation by Joshua Gay, (Stds Open Source Community Manager, IEEE SA…)

**7:00 PM – 7:10 PM Break**

**7:10 PM – 8:00 PM**

1. 7:10 PM – 7:50 PM Brain Storming and Action Plan
2. 7:50 PM – 7:58 PM Future Meetings
3. 7:58 PM – 8:00 PM Adjourn

**Entity Members:**

Ralf Ma (Alfareal) [ralf.ma@gmail.com](mailto:ralf.ma@gmail.com)

Frankie Zhang (Oxsenses) [frankie.zhang@ieee.org](mailto:frankie.zhang@ieee.org)

Johnny Lin (Auhubao) [john.lin@senses.global](mailto:john.lin@senses.global)

Huning Hu (Ontology) [huning@ont.io](mailto:huning@ont.io)

Lai Haobo (Haobo Lai Associates) [hblai@ieee.org](mailto:hblai@ieee.org)

Ray Sheen (Product & Process Innovation) [rsheen@ppi-consulting.com](mailto:rsheen@ppi-consulting.com)

Yu Yuan (Oxsennses) [y.yuan@ieee.org](mailto:y.yuan@ieee.org)

Keith Plemmons (Vincula Group) [keithplemmons@vinculagroup.com](mailto:keithplemmons@vinculagroup.com)

from Ray Sheen to everyone:

I see there being three different approaches: 1- focus on what a digital business looks like, 2- overview of digital technologies and what they do, 3 - focus on transformation process (methodology for change)