IEEE P2023 Working Group F2F & Teleconference Kick-off

Meeting Minutes

Las Vegas, NV

05 January 2020

5 PM PST – 8 PM PST

WG Chair: Lee Stogner

WG Secretary: TBD

1. Call to Order:
   1. The meeting was called to order by the Chair at 5 PM PST.
2. Roll Call and Affiliation
   1. Non-highlighted are the WG members. Those highlighted in yellow are Observers, in green are IEEE SA staff and in blue are IES Standards Committee officers.

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| **IN THE ROOM** | **ONLINE** |
| 1. Lee Stogner – 0xSenses 2. Yu Yuan – 0xSenses 3. Bob Frankston – Bob.MA 4. Frankie Zheng – 0xSenses 5. Hui Ding – Chaincomp Technology 6. Ning Hu – Ontology 7. Johnny Lin – Auhubao 8. Ralf Ma – Alfareal 9. Jack West – Intel 10. Paul Bronstein – Xrmia 11. Praveen Yalamanch – Tenblocks 12. Richard Moeller – University Wuppertal 13. *Joshua Gay – IEEE SA* 14. *Rudi Schubert – IEEE SA* 15. *Soo Kim – IEEE SA* 16. *Vanessa Lalitte – IEEE SA* | 1. *Allen Chen – IEC SC Chair* 2. *Victor Huang – IEC Vice Chair* 3. Keith Plemmons – Vincula Group 4. Ray Sheen – Product & Process Innovation 5. Haobo Lai – Haobo Lai Associates |

1. Establishment of WG Membership
   1. Of the above roll call 11 consented to be WG members, obtaining immediate voting rights.
2. Approval of agenda
   1. Johnny Lin moved to approve the agenda. It was seconded by Ray Sheen. All were in favor to approve the agenda.
3. IEEE Patent Policy
4. The Chair made a call for potentially essential patents. No patents were disclosed.
5. IEEE Copyright Policy
   1. The copyright slides were shown.
6. Technical Discussion
   1. The following presentations were made and discussed by the WG members:
      1. Presentation of the project: Lee Stogner (WG Chair): ***Digital Transformation Overview***
      2. Guest speaker, Joshua Gay (IEEE SA Open Source Community Manager): ***IEEE SA Open Source and Standards***
7. Action Items
   1. The WG deferred to review the WG P&Ps at the 2nd or later mtg, subsequent to the directions from the main sponsor, IES/SC. The IES/SC Officers agreed to create a common Entity based WG P&Ps as done by the CES/SC.
   2. The WG made a motion to defer the establishment of Officers (Vice Chair and Secretary) till the next meeting.
      1. Motion approved by Ray Sheen
      2. Seconded by Haobo Lai
      3. All were in favor
   3. IES/SC will appoint a liaison as an Observer to attend the WG mtgs.
8. Next meeting 
   1. It was agreed that a doodle poll would be sent for a date and time in February. Vanessa Lalitte will handle the duties of Secretary until one has been appointed.
   2. Ray Sheen and Keith Plemmons agreed to prepare presentations for the next meeting on their view of what the standard should be focused on.
9. Adjournment
   1. Chair adjourned the meeting at 8 PM.
   2. Minutes submitted by: Vanessa Lalitte, IEEE SA (staff liaison)