**IEEE P2065 Working Group**

**Meeting Agenda**

**16 November 2018**

1. Call to Order
* Introduction and Affiliation Declarations
* Introduction to member entities
* Introduction of new DRs and DRAs
1. Approval of Agenda
2. IEEE Patent Policy
* Call for Patents Call for Patents
1. Appointment of officers
2. Approval of WG Policies and Procedures (P&P)
3. Entity Presentations / Technical presentation or discussions.
4. Unfinished business
5. New Business
6. Adjourn

**IEEE P3333.2 Working Group**

**Meeting Agenda**

**14 June 2012**

Call to Order

* Introduction and Affiliation Declarations– This is time for the individual to introduce oneself and declare his/her affiliation. For more information on affiliation, please review http://standards.ieee.org/faqs/affiliation.html.
* Introduction to member entities – This being the first meeting, it is good time to declare which entity would be interested in becoming a member of this working group. The member shell then will have a voting right to approve the agenda during the kick-off meeting.
* Introduction of new DRs and DRAs – There can be only one Designated Representative (DR) per entity member, but can have more than one Designated Representative Alternate (DRA), who can attend or fill in for DR during his or her absence. The entity that has shown interest today will need to declare who will be DR/DRA of the entity.

Approval of Agenda

Before the approval of the meeting, the agenda for the day or the meeting duration can be modified. A motion is need to take place to make the agenda official. Example of dialog is listed below.

Chair: Is there anyone who would like to make a motion to approve the current agenda?

Voting member 1: I would like to make a motion to approve the agenda.

Chair: Is there anyone who would like to second the motion.

Voting member 2: I do.

Chair: Open for discussion. Is there any discussion to the motion? If not, let us vote. Approve..count the #, Diapprove…count the #, Abstain…count the #. This is procedural vote, which requires 50% approval.

This would also need to be noted in the meeting minutes. So you would indicate;

***Motion #1****: Approve the agenda for June 2012 meeting as presented in*

*P3333.2\_0612\_agenda.pdf*

*Duane Remein, Samsung, moves to approve; MarekHajduczenia,LG,*

*seconds.*

*(Procedural, requires > 50%)*

*Motion passes by voice vote without opposition.*

IEEE Patent Policy

(Show the set of slide that is located at <https://development.standards.ieee.org/myproject/Public/mytools/mob/slideset.pdf>. Show slide, and read slide # 3 and 4)

--Call for PatentsCall for Patents - Read slide 3 and 4, then ask is there 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 Moon at x time. No potentially essential patent claims were declared, and no holders of potentially essential patents were identified.

Appointment of officers

Please indicate that;

* You have been appointed as the WGC of P3333.2 in accordance to IEEE Computer Society/Standard Activity Board/ Clause 5.1.1 (<http://standards.ieee.org/about/sasb/audcom/pnp/C-SAB.pdf>).
* Secretary xxx, has been appointed by the WGC in accordance of clause 5.1.3

WG Policies and Procedures (P&P)

Review of the P&P and make necessary modification if needed. Please note the P&P’s are modifiable after approval.

Motion #2:

MarekHajduczenia, ZTE Corporation, moves to approve the P1904.1 Policies and Procedures, v 1.0 and P1904.1 Operations Manual, v 1.0 with editorial license to make appropriate changes. Joe Brown, ZZZ, seconds. (WG Procedures, requires ≥ 75%) 20 in favor, 0 against, 2 abstentions. Motion passes.

Next Steps / Homework

Unfinished business

New Business

Usually there is no new business, especially during the first meeting.

To end the meeting, ask if there is anyone who would like to move to adjourn the meeting.

Motion #3:

Jan Deer, ABC, moves to adjourn the meeting. Alan Brown, EFG, seconds. (WG Procedures, requires ≥ 50%) 20 in favor, 0 against, 2 abstentions. Motion passes.

Adjourn