**IEEE P2065**

**WG: Assessment of Fiber Laser (PHO/SC/P2065)**

**16 November 2018**

**Wuhan，China**

**Kickoff meeting Minutes**

**Chair: Feixing Lu (HGLASER);**

**Vice Chair: Xiaoxu Liu (Raycus Laser);**

**Secretary: Xiaozhaung Zhou (HGLASER).**

**Attendees：**

**Rangda Wu (Pentachutian Laser)**

**Pu Wang (BJUT)**

**Xi Lu (HBSQI)**

**Jianhua Yao (ZJUT )**

**Libo Li (Raycus Laser)**

**Yu Huang (HUST)**

**Zhengyan Li (HUST)**

**Qiuqi Xie (HBSQI)**

**Youliang Wang (COS-IPC)**

**Zheng Li (Pentachutian Laser)**

**Changjun Chen (SCU)**

**Staff：**

**Meng Zhao (IEEE Beijing Office)**

**1.Call to Order**

* Chair Feixing Lu called the meeting to order at 2:00 p.m. Beijing Time.
* All present introduced their self and declared their affiliation.
* A sign in sheet will capture attendance.

**2. Approval of Agenda**

* Chair Feixing Lu announce the agenda of the kickoff meeting.
* *Motion #1*

*Approve the agenda for the kickoff meeting .*

*Moved: Qiuqi Xie, HBSQI*

*Seconded: Xiaozhaung Zhou, HGLASER*

*(Procedural, required ≥ 50%)*

*Motion passed by voice vote without opposition.*

**3.IEEE Patent Policy**

* Patent Slides were presented to the WG.
* Chair Feixing Lu made a call for potentially essential patents at 2:20 p.m. No potentially essential patent claims were declared, and no holders of potentially essential patents were identified.

**4.Appointment of WG officers**

* Feixing Lu has been reconfirmed as the Working Group Chair (WGC) of P2065.
* *Motion #2*

*Approve the appointment of Xiaozhaung Zhou, HGLASER, as WG Secretary.*

*Moved: Changjun Chen, SCU*

*Seconded: Jianhua Yao , ZJUT*

*(Procedural, required ≥ 50%)*

*Motion passed by voice vote without opposition.*

* *Motion #3*

*Approve the appointment of Xiaoxu Liu, Raycus Laser as WG Vice Chair.*

*Moved: Zhengyan Li , HUST*

*Seconded: Zheng Li, Pentachutian Laser*

*(Procedural, required ≥ 50%)*

*Motion passed by voice vote without opposition.*

**5. Approval of WG Policies and Procedures(P&P)**

* Meng Zhao from IEEE China office introduced WG Policies and Procedures(P&P).
* *Motion#4*

*Approve P2065 WG P&P as presented in P2065 Policies and Procedures.*

*Moved: Xiaozhaung Zhou, HGLASER*

*Seconded: Rangda Wu, Pentachutian Laser*

*(Procedural, required ≥ 50%)*

*Motion passed by voice vote without opposition.*

**6. Technical presentations**

* Chair Feixing Lu introduced the sponsor information, scope of PAR 2065, before he presented the standard framework.
* Chen Changjun proposed that this standard is different from standards such as solid-state lasers.
After discussion, consensus was achieved that the solid-state laser standard is a general rule, and this standard was a detailed specification for the fiber laser parameters.
* *Motion#5*

*Approve P2065* standard framework*.*

*Moved: Xiaoxu Liu, Raycus Laser*

*Seconded: Pu Wang, BJUT*

*(Procedural, required ≥ 75%)*

*Motion passed by voice vote without opposition.*

**7. Next meeting**

The *P2065 WG* decided to hold next meeting in June 2019, which the draft standard is ready for discussion.

**8.Adjoun**

 There was no other unfinished topics. The meeting adjourned at 5:00 p.m.