IEEE P2065

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

June.3,2020, 2:00PM--3:30PM

Conference call

Third WG meeting Minutes

*Chair: Feixing Lu (HGLASER);*

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

*Secretary: Xiaozhaung Zhou (HGLASER).*

*Attendees：*

*Rangda Wu (Pentachutian Laser)*

*Zhengyan Li (HUST)*

*Pu Wang (BJUT)*

*Xi Lu (HBSQI)*

*Jianhua Yao (ZJUT)*

*Libo Li (Raycus Laser)*

*Chao Zhu (Raycus Laser)*

*Yu Huang (HUST)*

*Youliang Wang (COS IPC)*

*Qiuqi Xie (HBSQI)*

*Zheng Li (Pentachutian Laser)*

*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.
* Feixing Lu’s roll call is used to capture attendance.
1. ***Approval of Agenda***
* Feixing Lu announced the agenda of the kickoff meeting.
* Motion #1

Approve the agenda for the third WG meeting .

Moved: Xiaozhaung Zhou, HGLASER

Seconded: Pu Wang, BJUT

(Procedural, required ≥ 50%)

Motion passed by voice vote without opposition.

1. ***Approval of last meeting minutes***
* Xiaozhaung Zhou introduced the contents of the last meeting minutes article by article.
* Motion #2
* Approve the last meeting minutes.

Moved: *Zhengyan Li, HUST*

Seconded: *Chao Zhu , Raycus Laser*

(Procedural, required ≥ 50%)

Motion passed by voice vote without opposition.

1. ***IEEE Patent Policy:***
* Meng Zhao explained the focus of IEEE patent policy.
* Chao Zhu responded to the patent policy, that is ,the standard does not involve patents.
1. ***IEEE Copyright Policy***
* Meng Zhao explained the focus of IEEE copyright policy.

<https://standards.ieee.org/content/dam/ieee-standards/standards/web/documents/other/copyright-policy-WG-meetings.potx>

1. ***Technical presentation or discussions***
* Chao Zhu gave a technical presentation about the required parameters that should be included in an industrial fiber laser product, such as the terminology, classification, test method, for fiber laser product in detail.
* Xiaozhaung Zhou introduced several changes made by the Working Group, which came from the last working group meeting and the recent revision process.
1. ***Wrap Up of discussions and key issues identified***
* After discussion, the Working Group reached consensus on all technical elements of the standard draft.
* Motion #3
* Approve the draft to IEEE SA ballot.

Moved: *Jianhua Yao, ZJUT*

Seconded: *Xiaoxu Liu, Raycus Laser*

(Procedural, required ≥ 75%)

Motion passed by voice vote without opposition.

1. ***Discussion on task assignment and schedule***
* Xiaozhaung Zhou introduced the steps to open the standard draft voting and highlights the time nodes for each step.
* Feixing Lu made a conclusion and scheduled for the next work.
1. ***Adjourn***

There was no other unfinished topics. The meeting adjourned at 3:30 p.m.