**IEEE 2418.3 DLT for Agriculture Kick-Off Call Minutes**

**14 March 2019 @ 2:00 PM ET**

**Recorded by R. R. Brooks**

1. Call to Order
   1. Introductions & Disclosure of Affiliation
   2. Announcement of Meeting Recording
   3. Meeting recording started along with statement that we are not attributing comments. Plans to include email contact information.
2. Call for Patents
   1. Call for announcement of potential patents. No patents announced during meeting. It is essential for the group to identify related patents.
3. Policies, officers, and structures
   1. Action Item: Working group policies and procedures draft to be distributed for review and approval by working group voting members. Everyone at first working group meeting is eligible for membership. Those that attend 2 out of the last 4 retain membership. Those who do not attend may lose membership.
4. Officers Appointments
   1. Richard Yu – Vice chair
   2. Richard Brooks – Secretary
   3. John Johnson – Chair
5. Establish the first areas of interest that should be reviewed for creating subgroups of the working groups towards developing standards
   1. Proposed subgroups (Included request of overall structure)
      1. Food safety
      2. Tracking, including aggregation and disaggregation of products. (Would this include composition?) Change of ownership, including standardized format.
      3. Inter-party transfer of goods
      4. Certification of identity and how certificates propagate through the supply chain
      5. Handling of information with regards to privacy: proprietary/ secret, versus globally accessible
      6. Discovery of information availability both for storing data on-chain and creating a common terminology. This includes finding available information and existing tools.
6. New Business
   1. Action Items
      1. Maria Palombini – provide global view of agricultural domain
      2. Jonathan Goldberg – iMeet Central access instructions, update schedule online for meetings
      3. Richard Yu and John Johnson – Ag system eco-system strawman draft
7. Establishing a call frequency meeting schedule for subsequent meetings
   1. Meetings every other week are proposed – to be announced on the website (<https://sagroups.ieee.org/2418-3/>) and via public ListServ STDS-P2418-3@ieee.org
   2. Consider times at different times to support different time zones
8. Establishing a repository for collected documents and research
   1. iMeetCentral URL established and working group members to receive invitation
      1. <https://ieee-sa.imeetcentral.com/p24183/home>
9. Meeting adjourned at 3:50pm