

IEEE P2520.3.1 Working Group
Kick-off Meeting Agenda
14 June 2021 / 10:00 AM – 12:00 PM (ET)
Teleconference

(Meeting link: <https://ieeesa.webex.com/ieeesa/j.php?MTID=m3897ba427d294303a9be6707f615e596>)

1. Call to Order
2. Roll Call and Disclosure of Affiliation
Affiliation FAQs: <http://standards.ieee.org/faqs/affiliation.html>
3. Establishment of Working Group Membership
4. Approval of Agenda
5. Review of Working Group Policies & Procedures (P&Ps)
 - a. Hierarchy (1.4)
 - b. Appointment of officers (3.1)
 - c. Membership and Attendance at Meetings (4.1 & 4.2)
 - d. Subgroups (5.0)
 - e. Quorum (6.1)
 - f. Voting - majority versus 2/3 vote (7.1.1 & 7.1.2)
6. Establishment of Officers
 - a. Appointment of Officers (Vice-Chair, Secretary)
7. IEEE Patent & Copyright Policies
 - a. Call for Patents
<https://development.standards.ieee.org/myproject/Public/mytools/mob/slideset.pdf>
 - b. Copyright Policy <https://standards.ieee.org/ipr/copyright-materials.html>
8. Technical Presentation(s) and Discussion
9. Brainstorming & Action Plan
10. Future Meetings
11. Adjourn