**IEEE P2520.4.1 Working Group**

**Kick-off Meeting Agenda**
17 February 2021 / 10:00 AM – 12:00 PM (EST)
Teleconference

(link: <https://ieeesa.webex.com/ieeesa/j.php?MTID=m6bfed547453a90844b058f9e7befb5b8>)

1. Call to Order

*Note: The session will be recorded for the purpose of generating minutes and the recording will be destroyed once the minutes have been approved.*

1. Roll Call and Disclosure of Affiliation

*Affiliation FAQs:* [*http://standards.ieee.org/faqs/affiliation.html*](http://standards.ieee.org/faqs/affiliation.html)

1. Establishment of Working Group Membership
2. Approval of Agenda
3. Review of Working Group Policies & Procedures (P&Ps)
	1. Membership and Attendance at Meetings (4.1 & 4.2)
	2. Subgroups (5.0)
	3. Quorum (6.1)
4. Establishment of Officers
	1. Appointment of Officers (Vice-Chair, Secretary)
5. IEEE Patent & Copyright Policies
	1. Call for Patents <https://development.standards.ieee.org/myproject/Public/mytools/mob/slideset.pdf>
	2. Copyright Policy <https://standards.ieee.org/ipr/copyright-materials.html>
6. Technical Presentation(s) and Discussion
7. Brainstorming & Action Plan
8. Future Meetings
9. Adjourn