**IEEE Standard**

**Standard for General Requirements of Online Detection based on Machine Vision in Intelligent Manufacturing**

**AGENDA**

**Meeting No. 1: 30 January (Tuesday) and 31 January (Wednesday) 2018**

**Location: Guizhou Plaza, 18 Yinghua Street (West), Chaoyang District, Beijing, China**

**Day 1: 30 January 2018**

9:00 – 10:30

* Welcome speech: (CESI)
* Call to order
  + Introduction and affiliation declarations
  + Introduction to member entities
  + Introduction of new DRs and DRAs
* Approval of agenda (all)
* IEEE patent policy (IEEE)
* Appointment of officers: including vice-chairmen and [secretary](https://cn.bing.com/dict/search?q=secretary&FORM=BDVSP6&mkt=zh-cn) (all)
* Approval of WG policies and procedures (all)
* Reminder of project origin and IEEE decision to launch standard (IEEE)
* Overview of existing initiatives (Chairman)

10:30 - 10:50 Coffee break

10:50 - 12:30

* Overview of IEEE standards development process (IEEE)
* Presentations by team members – One presentation per company: (25 min = 20 min presentation, 5 minutes questions)

***NOTE 1:*** *The number of slides shall be limited to 15 pages, including cover page*

***NOTE 2:*** *Minimum 8 slides should be on online detection based on machine vision from the member’s company and potential contributions to the standard*

***NOTE 3:*** *Due to the number of presentations to be made, each delegate is asked to respect the time limit of 20-minutes per presentation with 5-min additional for questions.*

12:30 - 13:30 Lunch Break

13:30 – 14:30

* Round table on project scope understanding and goals for end of the 2-day session.

14:30 - 15:30

* Introduction of Project Outline Draft document (Chairman)

15:30 - 16:00 Coffee break

16:00 - 17:00

* Round table discussion on framework of Project Outline Draft document (all)
* Wrap Up - of presentations and key issues identified: (Chairman)
* Conclusion of first day: (Chairman, IEEE)

**Day 2: 31 January 2018**

9:00 – 10-30

* Review and answer any questions from Day-1 (Chairman, all)
* Begin work on key issues identified (in working groups)

10:30 11:00 Coffee break

11:00 - 12:00

* Continue working on draft input on key issues identified

12:00 - 13:00 Lunch Break

13:00 - 15:30

* Discussion on tasks, timelines and project organisation
* Allocation of homework until the next touch point / meeting
* Project governance: storage of working document, regular calls etc.
* Discussion on date and location for next meeting

15:30 Adjourn

**Team Member Presentations**

1. Overview of their company organization (people, products, technologies, locations etc.)
2. Proposals for key topics/areas to be addressed in the standard
   * Identify ‘topics & concepts’ and not specific products

3. Introduction of project experts from respective company if more than one representative is attending