**IEEE Standard**

**Guide for General Requirements of Mass Customization**

**AGENDA**

**Meeting No. 1: 1** [**February**](https://cn.bing.com/dict/search?q=February&FORM=BDVSP6&mkt=zh-cn) **(**[**Thursday**](https://cn.bing.com/dict/search?q=Thursday&FORM=BDVSP6&mkt=zh-cn)**) and 2** [**February**](https://cn.bing.com/dict/search?q=February&FORM=BDVSP6&mkt=zh-cn) **(**[**Friday**](https://cn.bing.com/dict/search?q=Friday&FORM=BDVSP6&mkt=zh-cn)**) 2018**

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

**Day 1: 1** [**February**](https://cn.bing.com/dict/search?q=February&FORM=BDVSP6&mkt=zh-cn) **2018**

9:00 – 10:30

* Welcome speech
* Call to order
	+ Introduction and affiliation declarations
	+ Introduction to member entities
	+ Introduction of new DRs and DRAs
* Approval of agenda
* IEEE patent policy
* Appointment of officers
* Approval of WG Policies and Procedures
* Reminder of project origin and IEEE decision to launch standard

10:30 - 10:50 Coffee break

10:50 - 12:30

* Overview of IEEE standards development process
* 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 mass customization 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

15:30 - 16:00 Coffee break

16:00 - 17:00

* Round table discussion on framework of Project Outline Draft document
* Wrap Up - of presentations and key issues identified
* Conclusion of first day

**Day 2: 2** [**February**](https://cn.bing.com/dict/search?q=February&FORM=BDVSP6&mkt=zh-cn) **2018**

9:00 - 10:30

* Review and answer any questions from Day-1
* Begin work on key issues identified

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