**IEEE Standard**

**Guide for General Requirements of Mass Customization**

**Second Face to Face Meeting**

**AGENDA**

**Meeting No. 2: 11 April(Wednesday) and 12** [**April**](https://cn.bing.com/dict/search?q=February&FORM=BDVSP6&mkt=zh-cn) **(Thursday) 2018**

**Location: Courtyard by Marriott Shanghai Xujiahui, No.100 Hongqiao Road, Xuhui District, Shanghai, China**

**Day 1: 11** [**April**](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
* Approval of WG Policies and Procedures
* Approval of 2nd meeting’s goals
* Review task list of kick-off meeting

10:30 - 10:50 Coffee break

10:50 - 12:30

* Round table discussion of the Chapter 3-5 of draft outline of WG.

12:30 - 13:30 Lunch Break

13:30 – 15:30

* Round table discussion on chapter 6-8 of draft outline of WG.

15:30 - 16:00 Coffee break

16:00 - 17:10

* Round table discussion on chapter 9 and 10 of draft outline of WG
* 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
* Round table discussion on user case of each industry.
* Begin work on key issues identified

10:30 - 11:00 Coffee break

11:00 - 12:00

* Discussion on and conformation of potential WG Members.
* Output and make an alignment of new task list.
* Discussion on date and location for next meeting

12:10

* Adjourn