**IEEE Standard**

**Guide for General Requirements of Mass Customization**

**Third Face to Face Meeting**

**AGENDA**

**Meeting Time: 24 July (Tuesday) and 25 July (Wednesday) 2018**

**Location: Jiangsu Plaza Hotel-Ziyu Room (3rd floor),** **(D) No.88 Andingmenwai Street, Dongcheng District, Beijing, China**

**Day 1: 24 July 2018**

9:00 – 10:30

* Welcome speech
* Call to order
  + Introduction and affiliation declarations
  + Introduction of new member entities
  + Introduction of new DRs and DRAs
* Approval of agenda
* IEEE patent policy
* Approval of WG Policies and Procedures for new members
* New team members introduce their company (CRRC Zhuzhou Institute CO., LTD.10min)

10:30 - 10:50 Coffee break

10:50 - 12:30

* Approval of 3rd meeting’s goals
* Review task list of 2nd meeting
* Round table discussion on Chapter 6-7 of draft outline of WG.

12:30 - 13:30 Lunch Break

13:30 – 15:30

* Round table discussion on chapter 8-9 of draft outline of WG.

15:30 - 15:50 Coffee break

15:50 - 17:20

* Round table discussion on chapter 10-Annex A of draft outline of WG
* Conclusion of first day

**Day 2: 25 July 2018**

9:00 - 10:30

* Review and answer any questions from Day-1.
* Round table discussion on user cases of each industry in Annex A.
* Begin work on key issues identified.

10:30 - 11:00 Coffee break

11:00 - 12:00

* Discussion on tasks, timelines and project organisation
* Allocation of homework until the next meeting
* Discussion on date and location for next meeting

12:10

* Adjourn