**IEEE P2672**

**Mass Customization 3rd F2F Meeting**

**Beijing**

**July 24th-25th, 2018**

**Chair: Sha Wei**

**Secretary: Xiaohu Wang**

* **Day 1, [Date: Tuesday, 24th July 2018]**

1. **Call to Order**

* The meeting was called to order at 9:00 am.
* All present introduced their self and declared their affiliation.

1. **Approval of agenda**

* Chair Sha Wei present the meeting agenda.
* *Motion#1*

*Approve the meeting agenda.*

*Moved: Xiaohu Wang, Haier*

*Seconded: Meilin Lv, OUC*

*Motion passed by voice vote without opposition.*

1. **IEEE Patent Policy Review**

* Chair Sha Wei present the patent policy.
* All present understand and subscribe to the policy.

1. **Approval of the minutes of the 2nd telephone meeting**

* Chair Sha Wei present the minutes of the 2nd telephone meeting.
* *Motion#2*

*Approve the minutes of the 2nd telephone meeting.*

*Moved: Liwu Zhou, Easycare*

*Seconded: Xiaohu Wang, Haier*

*Motion passed by voice vote without opposition.*

1. **Technical Discussion**

* Overview of Project Outline Draft document.
* Introduction of current progress by team members.
* Review and answer any questions from 2nd Telephone Meeting.
* Discussion on emerging issues and Chapter 6 – 10 of Project Outline Draft document.
* **Day 2, [Date: Wednesday, 25th July 2018]**

1. **Call to Order**

* The meeting was called to order at 9:00 am.

1. **Technical discussion and task allocation**

* Conclusion of F2F meeting as followed:

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| --- | --- | --- | --- |
| **Chapter detail** | **Decision** | **Related Member** | **Due-time** |
| Chapter 4  Architecture | 1.Add the charts and corresponding explanations about differences between mass customization and mass production;  2. modify the architecture diagram:  3.Combine Chapter 5 and 6 into Chapter 4  4.The description of mass customization features need to be revised  5.The description of customized requirements should be completed | Haier  CESI | 2018/8/31 |
| Chapter 7  Usage Viewpoints  -  Chapter 9  Implementation Viewpoints | Identify the location of the 10 entities with major activities (in the diagram of lifecycle-system hierarchy):   1. The definition of purchasing activity need to be modified with considering sourcing function. (Haier) 2. The description of activities in Chapter 7 can take into consideration the following elements: trigger, workflow, effects, constraints. 3. The figures of Chapter 7, 8, 9 need to be revised:    1. Supporting activities, such as quality control and supply chain management should be illustrated at the bottom of each diagram in these chapters.    2. Add a “middle-tier” between the customers and the factory in Chapter 7, which includes information flows inside the factory and outside the factory.    3. The interaction information flows between each activity and customers and among the activities need to be completed in Chapter 7.    4. The customer order flow need to be added to the diagram in Chapter 7.    5. Solution design & verification module need to be renamed “Design & verification” in Chapter 8.    6. “Service after sales” to be revised to “After-sales service” in Chapter 8.    7. Systems in Chapter 9 need to be divided into three classes: must, recommended, optional.    8. Interaction module and Tasks interaction design module must be equipped in Chapter 9. | Haier  CESI | 2018/8/31 |
| Chapter 10  Digital Infrastructure | Re-organize the diagram | OUC | 2018/8/31 |
| Annex | * + - 1. Diagrams are illustrated based on lifecycle.       2. Add a diagram about stakeholders (conceptual model) in Annex which need to show the main activities trigged by the stakeholders. | ALL | 2018/8/31 |

1. **Remind Date and Location of Next Meeting**

* Next face to face meeting will be held in September 6th to 7th atWyndham Grand Qingdao, Qingdao.

1. **The 3rd F2F meeting adjourned at 12:30 am.**