**IEEE Standard**

**Guide for General Requirements of Mass Customization**

**Fifth Face to Face Meeting**

**AGENDA**

**Meeting Time: 17 December (Monday) and 18 December (Tuesday) 2018**

**Location: Huijian Room (second floor), Inner Mongolia Grand Hotel****,No.2, Chong Wen Inner Street, Dongcheng District, Beijing, China**

**Day 1: 17 December 2018**

9:00 – 10:30

* Welcome speech
* Call to order
  + Introduction and affiliation declarations
* Approval of agenda
* Review of IEEE patent policy

10:30 - 10:50 Coffee break

10:50 - 12:30

* Approval of 4th meeting’s goals
* Approval of 4th meeting’s minute
* Round table discussion on Chapter 3-4 of draft outline of WG.

12:30 - 13:30 Lunch break

13:30 – 15:30

* Round table discussion on Chapter 5 of draft outline of WG.

15:30 - 15:50 Coffee break

15:50 - 17:00

* Round table discussion on Chapter 6-7 of draft outline of WG.
* Conclusion of first day

**Day 2: 18** **December 2018**

9:00 - 10:30

* Review and answer any questions from Day-1.
* Round table discussion on Chapter 8 of draft outline of WG.

10:30 - 11:00 Coffee break

11:00 - 12:30

* Round table discussion on Annex of draft outline of WG.

12:30 - 13:30 Lunch break

13:30 - 15:00

* Work on key issues identified

15:00 - 15:30 Coffee break

15:30 - 17:00

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

17:00

* Adjourn