**IEEE P2672**

**Mass Customization 5th F2F Meeting**

**Beijing**

**December 17th-18th, 2018**

**Chair: Sha Wei**

**Secretary: Xiaohu Wang**

* **Day 1, [Date:Monday, 17th December 2018]**
1. **Call to Order**
* The meeting was called to order at 9:00 am.
* All present introduced their self and declared their affiliation.
* A roll call of entities was made. 7 out of 7 members were present Quorum was reached.
1. **Approval of agenda**
* Chair Sha Wei present the meeting agenda.
* *Motion#1*

*Approve the meeting agenda.*

*Moved: Zhiman Chen,CRRC.*

*Seconded: Liwu Zhou,Easycare.*

*Motion passed by voice vote without opposition.*

1. **IEEE Patent Policy Review**
* Chair Sha Wei present the patent policy.
* No potentially essential patent claims were declared, and no holders of potentially essential patents were identified.
1. **Approval of the minutes of the 4th face to face meeting**
* Chair Sha Wei present the minutes of the 4th face to face meeting.
* *Motion#2*

*Approve the minutes of the 4th face to face meeting.*

*Moved: Guangrui Zhang, OUC*

*Seconded: Gary Pang, EVOC*

*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 4th face to face meeting.
* Discussion on emerging issues and Chapter 4 – 5 of Project Outline Draft document.
* Conclusion of face to face meeting as followed:

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| --- | --- | --- | --- |
| **Chapter detail** | **Decision** | **Related Member** | **Due-time** |
| Chapter 4Architecture | a. Delete the features of mass customization in Chapter4, which need to be add to the Annex;b. Revise the architecture of mass customization in Chapter4 according to the logical relationship of the main activates and core functions. | CESI |  |
| Chapter 5Usage viewpoints | * 1. Rewrite Chapter5 according to the template of demand collection activity Add the arrow from the production activity to the purchasing activity;
	2. Revise the information flows and activity names of the figure in Chapter 5.
 | Haier |  |

* **Day 2, [Date: Tuesday, 18th December 2018]**
1. **Call to Order**
2. The meeting was called to order at 9:00 am.
3. **Technical discussion and task allocation**
4. Conclusion of face to face meeting as followed:

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| --- | --- | --- | --- |
| **Chapter detail** | **Decision** | **Related Member** | **Due-time** |
| Chapter 6Functional viewpoints | * Rewrite chapter6 according to the diagram in chapter 5, inputs and outputs should be consistent with the diagram
 | Haier,  |  |
| Chapter 8Digital Infrastructure | Rewrite chapter8 according to the diagram in chapter 4. | OUC |  |

1. **Remind Date and Location of Next Meeting**
* Next telephone meeting will be held in December 26th.
* Next face to face meeting will be held in February19th to 20th 2019, Wuxi/Beijing.
1. **Adjourn the Meeting**
* Chair Sha Wei reviewed all the items of the meeting.
* *Motion # 3*

*Move to adjourn the meeting.*

*Moved: Gary Pang, EVOC
Seconded: Liwu Zhou,Easycare.*

*Motion passed by voice vote without opposition.*

* The WG adjourned at 12:30 am.