**IEEE P2672**

**Mass Customization 4th F2F Meeting**

**Qingdao**

**September 6th-7th, 2018**

**Chair: Sha Wei**

**Secretary: Xiaohu Wang**

* **Day 1, [Date: Thursday, 6th September 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: Liwu Zhou, Easycare*

*Seconded: Gary Pang, EVOC*

*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 3rd face to face meeting**
* Chair Sha Wei present the minutes of the 3rd face to face meeting.
* *Motion#2*

*Approve the minutes of the 3rd face to face meeting.*

*Moved: Howard Choe, WSN*

*Seconded: Zhiman Chen, CRRC*

*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 3rd face to face meeting.
* Discussion on emerging issues and Chapter 3 – 7 of Project Outline Draft document.
* Conclusion of face to face meeting as followed:

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| --- | --- | --- | --- |
| **Chapter detail** | **Decision** | **Related Member** | **Due-time** |
| General problems | Names of Chapter 5-Chpater 8 need be revised according to their core content. | All | 11.5 |
| Chapter 3Definitions, acronyms, and abbreviations | Necessary Definitions, acronyms, and abbreviations need to be added. | CESI | 11.5 |
| Chapter 4Architecture | 1. Revise the department to the activity in the diagram;
2. Add the tracking problem to the implementation viewpoint of the diagram;
3. Add the block of “others” to the implementation viewpoint of the diagram;
4. Delete the features and modes of mass customization.
 | CESI | 11.5 |
| Chapter 5Usage viewpoints | * 1. Revise the user to customer in the diagram;
	2. Add the arrow from the production activity to the purchasing activity;
	3. Confirm the double-headed arrows between each activity to the middle-ware;
	4. Revise the platform to inside and outside gateway;
	5. Describe the activities according to the template;
	6. Add the physical and cyber space to the diagram;
	7. Revise the system layer to system hierarchy;
	8. Add the stakeholder diagram to the Chapter 5.
 | All | 11.5 |
| Chapter 6Functional viewpoints | 1. Add the upstream and downstream activities to the diagram;
2. Add the trigger, constrains to the diagram;
3. Simplify the workflow in the diagram.
 | Haier, OUC | 11.5 |
| Chapter 7Implementation viewpoints | * + - * 1. The function realized by the systems should be represented;
				2. Chapter 7 should illustrate the integration and information exchange of the systems.
 | Haier | 11.5 |

* **Day 2, [Date: Friday, 7th September 2018]**
1. **Call to Order**
* The meeting was called to order at 9:00 am.
1. **Technical discussion and task allocation**
* Conclusion of face to face meeting as followed:

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| --- | --- | --- | --- |
| **Chapter detail** | **Decision** | **Related Member** | **Due-time** |
| Chapter 7 Implementation viewpoints | Take interaction activity as an example:1. Describe the function of interaction and other modules.
2. Describe which pair of system should be connected and the corresponding reasons (refer to triggers described in Chapter 6).
3. Address other possible tools to realize the interaction activity.
 | All | 11.5 |
| Chapter 8Digital Infrastructure | Revise the diagram of this chapter Outline: general description of each layer, and some suggestions about possible technologies. example | OUC | 11.5 |

1. **Remind Date and Location of Next Meeting**
* Next face to face meeting will be held in November 15th to 16th atInner Mongolia Grand Hotel, Beijing.
1. **Adjourn the Meeting**
* Chair Sha Wei reviewed all the items of the meeting.
* *Motion # 3*

*Move to adjourn the meeting.*

*Moved: Meilin Lv, OUC
Seconded: Gary Pang, EVOC*

*Motion passed by voice vote without opposition.*

* The WG adjourned at 12:30 am.