**IEEE P2730 Working Group**

**Meeting Agenda**

**20 Apr 2018**

1. 9:00 Call to Order
* Introduction and Affiliation Declarations
* Introduction to member entities
* Introduction of new DRs and DRAs
1. 9:30 Approval of Agenda
2. 9:45 IEEE Patent Policy Meng Zhao
* Call for Patents
1. 10:00 Election of officers (Vice-Chairman, Secretary)
2. 10:15 Approval of WG Policies and Procedures (P&P) Meng Zhao
3. 10:30 Introduction of IEEE-SA standard development procedure Meng Zhao(30 Minutes)

Lunch

1. 1:30 Entity Presentations / Technical presentation or discussions.

IEEE P2730 background introduction WG Chair

Research progress of medical Robotics Tianjin University

 Research progress of medical Robotics Shanghai Jiaotong University

Research progress of medical Robotics Other participants

1. 15:00 Unfinished business
2. 16:00 New Business
3. 16:30 Adjourn