

IEEE P2794 Working Group – Meeting Agenda

Monthly Teleconference – Tues, Feb 26, 2019, 22:30-23:30 CET (GMT+1)

1. Call to Order [5-7 min]
 - a. Introduction of officers and technical staff
 - b. Introduction and Affiliation Declarations for any new attendees
 - c. Roll call of all attendees (virtual, via chat window)
2. Approval of Meeting Agenda [2 min]
3. Overview (Review) of IEEE Standards Development Process and Timeline [5 min]
4. Review & Clarifications of WG Policies and Procedures (P&P) [7 min]
 - a. Voting membership, rights, and responsibilities
 - b. Procedure for initiation and approval of motions
 - c. IEEE Patent Policy (Review)
 - d. Call for Patent Declarations
 - e. Review of digital collaboration tools: iMeet Central, email reflector
5. Working Group Content Presentation – Zach McKinney (WG Chair) [10 min]
 - a. Overview (review) of WG scope, as currently defined
 - b. Summary of WG constitution (registration survey results)
 - c. Identification of key questions and issues to be addressed in discussion
6. **Group Discussion of Questions and Issues [15 min]**
 - a. **Scope of Standard – technological focus areas?;**
 - b. **WG organization and workflow**
 - c. **WG Constitution – additional stakeholders or areas of expertise to recruit?**
7. Solicitation of Additional New Business [2 min]
8. Definition of Action Items for next meeting [3-5 min]
9. Future meeting dates and times – Establishment of 2019 meeting calendar/schedule [5 min]
10. Adjourn