**IEEE Internet of Food Working Group (C/SAB/IoF)**

**P2796 Standard for Framework for the IoF**

**P2796.1 Standard for Data Requirements for IoF Systems**

**P2796.2 Standard for Data Exchange Architecture and Interface Requirements for IoF Systems**

**AGENDA**

**Meeting No. 1: Thursday 28 March 2019 and Friday 29 March 2019**

**Location: InterContinental Qingdao Hotel, 98 Aomen Road, Shinan District, Qingdao, China**

**Day 1: 28 March 2019**

9:00 – 10:30

* Welcome speech
* Call to order
	+ Introduction and affiliation declarations
	+ Introduction to member entities
	+ Introduction of new DRs and DRAs
* Approval of agenda
* IEEE patent policy
* Overview of IEEE standards development process
* Approval of WG Policies and Procedures

10:30 - 11:00 Coffee break

11:00 - 12:00

* Appointment of officers

Reminder of project origin and IEEE decision to launch standard

12:00 - 13:30 Lunch Break

13:30 – 15:00

* Presentations by team members – One presentation per company: (30 min = 25 min presentation, 5 minutes questions)

***NOTE 1:*** *The number of slides shall be limited to 20 pages, including cover page*

***NOTE 2:*** *Due to the number of presentations to be made, each delegate is asked to respect the time limit of 25-minutes per presentation with 5-min additional for questions.*

15:30 - 15:45 Coffee break

15:45 - 17:30

* Wrap Up of presentations and key issues identified
* Introduction of Project Outline Draft document
* Round table discussion on framework of Project Outline Draft document

**Day 2: Friday 29 March 2019**

9:00 - 10:30

* Review and answer any questions from Day-1
* Begin work on key issues identified
* Discussion on tasks, timelines and project organisation

10:30 - 11:00 Coffee break

11:00 - 12:00

* Allocation of homework until the next touch point / meeting
* Project governance: storage of working document, regular calls etc.
* Discussion on date and location for next meeting

12:00 Adjourn

**Team Member Presentations**

1. Overview of their company organization
2. Proposals for key topics/areas to be addressed in the standard
	* Identify ‘topics & concepts’ and not specific products

3. Introduction of project experts from respective company if more than one representative is attending