**IEEE Standard**

**Guide for Scientific Knowledge Graphs**

**AGENDA**

**Meeting No. 1: 23 July (Friday) 2021**

**Location: \*\*\*\*\*\*, Haidian District, Beijing,China**

**Day 1: 22 July 2021**

9:00 – 10:30

* Welcome speech
* Call to order
  + Introduction and affiliation declarations
  + Introduction to member entities
  + Introduction of new DRs and DRAs
* Introduction of IEEE Knowledge Graph Working Group
* Approval of agenda
* IEEE patent policy
* Appointment of officers
* Overview of WG Policies and Procedures
* Reminder of project origin and IEEE decision to launch standard

10:30 - 10:50 Coffee break and WG photo

10:50 - 12:00

* Overview of IEEE standards development process
* Presentations by team members – One presentation per company: (6 min =5 min presentation, 1 minutes questions)

***NOTE 1:*** *The number of slides shall be limited to 10 pages, including cover page*

***NOTE 2:*** *Maximum 8 slides, in English, about scientific knowledge graphs and related standardization foundation/consideration from the member’s company and potential contributions to the standard.*

***NOTE 3:*** *Due to the number of presentations to be made, each delegate is asked to respect the time limit of 5-minutes per presentation with 1-min additional for questions.*

12:00 - 13:30 Lunch Break

13:30 – 14:30

* Presentations by team members

14:30 - 15:30

* Introduction of Project Outline Draft document
* Round table discussion on framework of Project Outline Draft document

15:30 - 15:50 Coffee break

15:50 - 17:00

* Continue working on draft input on key issues identified
* Wrap Up - of presentations and key issues identified

17:00 - 17:30

* Discussion on tasks, timelines and project organisation
* 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

17:30 Adjourn