

IEEE P2814 Working Group Meeting
Draft Agenda
20 Feb. 2020 / 02:00 PM – 03:00 PM (GMT)
Teleconference
<https://join.me/ieeep2814>

1. **Call to Order**
2. **Roll Call of Individuals & Declaration of Affiliation**
Affiliation FAQs: <http://standards.ieee.org/faqs/affiliation.html>
3. **Approval of Agenda**
4. **IEEE Patent Policy**
5. **[IEEE Copyright Policy](#)**
6. **Approval of the minutes of the last meeting**
7. **Scope and boundaries of the PAR**
 - a. See Presentation for discussion points
8. **Identify sub-working groups**
9. **Appointment of Officers**
 - a. **Vice-Chair**

The Working Group Chair shall appoint a Vice-Chair.
The appointment of officers shall be for a term of one year, but an officer may serve until a successor is appointed.
The officers (and any person designated to manage the Sponsor ballot) shall each be IEEE members of any grade, or IEEE Society affiliates, and also be members of IEEE-SA.
If you are interested in the Vice-Chair position please contact Chun Sing Lai.
10. **AOB**
11. **Future Meetings**
12. **Adjourn**

Call to Order - The Working Group Chair calls the meeting to order.

Introduction and Affiliation Declarations

- Working Group Chair says: At this time, everyone present shall state their name and declare an affiliation. Please include this information (name, affiliation and email address) in the WebEx chat for Christy Bahn who is capturing attendance. (For more information on affiliation, please [review](#))
 - o **Working Group Establishment**
 - Working Group Chair says: Per the WG policies and procedures (P&P)s, voting membership is granted to those participants attending the first meeting of a newly chartered Working Group. If you do not wish to be a voting member, please send a message or email to me, the WG Chair.

Approval of Agenda

- o The agenda for the meeting may be modified prior to its approval. *Approval of the agenda must be done at every WG meeting and should be done as stated below.
- o In order to proceed, a member must make a motion for the approval of the agenda. For example:
 - o Chair: Is there anyone who would like to make a motion to approve the current agenda?
 - o Voting member A: I would like to make a motion to approve the agenda.
 - o Chair: Is there anyone who would like to second the motion.
 - o Voting member 2: I do.
 - o Chair: The motion is open for discussion. Is there any discussion to the motion?
If not, the agenda is approved.

If member speaking does not state their name, please ask them to. It's important that in the minutes this information is captured.

IEEE Patent Policy (Working Group Chair is responsible for this at every meeting):

- o Present the slide set that is located at <https://development.standards.ieee.org/myproject/Public/mytools/mob/slideset.pdf>
 - o Show all slides except for the optional slide
 - o Read Slides #1-#4

Show all slides for at least the 1st 3 meetings and read slide #2 and read the 3rd bullet. After the 2nd or 2rd meeting for this agenda item it is only necessary to read slide #2 and only the 3rd bullet.

Appointment of officers

- Working Group Chair indicates that he/she has been appointed as the Working Group Chair (WGC) of P2814 in accordance to IEEE SMC Standards Committee.

*If you do not have a Vice-Chair or Secretary please let me know and I can speak to this agenda item. If you do also let me know so I can tell you how to proceed. Thank you.

WG Policies and Procedures (P&P) - Program Manager will review a specific section of the P&Ps, but will ask all WG members to read to read the entire document.

Technical presentation or discussions

Unfinished business

Adjourn

- In order to end the meeting, the WGC may ask if a WG member wishes to move to adjourn the meeting
 - WG member 1 (list affiliation) moves to adjourn the meeting. WG member 2 (insert affiliation) seconds the motion.