IEEE P2955 Working Group
Meeting Minutes-Approved
11 August 2022 || 10:00 AM – 10:40 AM (ET)

WG Vice Chair: Prof Ramkumar Rajendran
WG Secretary: Madhulika Goyal

The meeting was conducted virtually using Webex.

- **Call to Order:**
  - The WG Vice Chair informed the WG members that the meeting will be recorded exclusively for the purpose of generating minutes and will be deleted as per rules.
  - The meeting was called to order by the WG Vice Chair at 10:00 AM (ET).

- **Roll Call and Affiliation**
  - There were 14 attendees.
  - A Google sheet was shared for roll call and disclosure of affiliation. Members were asked to update their affiliation, if there were any changes.
  - The list of attendees is enclosed below.
  - Meeting quorum was established.

- A**pproval of agenda**
  - The agenda for the current meeting was presented at the meeting.
  Motion #01:
  - Dr Snehalatha Kaliappan made the motion to approve the agenda.
  - It was seconded by Madhuri Ganapathi.
  - All were in favour and hence the agenda was approved.

- **Approval of previous meeting minutes**
  - The minutes for the previous meeting were presented at the meeting.
  Motion #02:
  - Rajesh Kushalkar made the motion to approve previous meeting minutes.
  - It was seconded by Firuza Karmali.
  - All were in favour hence the previous meeting minutes were approved.

- **IEEE Patent Policy**
  - IEEE Patent Policy slides were displayed by the WG Vice Chair.
  - Call for potentially essential patents was made.
  - No one raised concerns for consideration.

- **IEEE Copyright Policy**
  - IEEE copyright policy slides were displayed by the WG Vice Chair.
  - There were no questions or concerns raised.

- **Technical Demonstration/Presentation/Discussion**
  - *Reports from Subgroups*
    - *Creation Subgroup (Prof Henry Chu, Creation Subgroup Chair):*
      - Last meeting was in July
      - Next meeting will be in August
      - Working on subgroups draft write-up
    - *Dubbing Subgroup (Madhuri Ganapathi, Dubbing Subgroup member)*
      - One meeting last month
      - Reviewing and updating subgroup's draft write-up
    - *Training Subgroup (Madhulika Goyal, Training Subgroup member):*
      - No meeting last month
      - Rani will share updates through iMeetCentral, if any

  - *Discussion on Tentative Draft Table of Content*
      - WG Secretary presented the updated Tentative Draft Table of Content.
      - Members were requested to post their inputs and suggestions/comments on the iMeetCentral.

  - *Discussion on Overview/Introduction section*
      - WG Secretary presented the draft content for overview/introduction.
      - Members were requested to post their inputs/ suggestions/comments on the iMeetCentral.
- **Action Item:**
  - All subgroups will be working on draft and sharing the draft with the WG.

- **Next meeting:**
  - Our meetings are held on the second Thursday of every month at 10:00 AM (ET) for the duration of one hour. The next meeting date will be 08 September 2022.

- Munir Mohammad (IEEE) briefly mentioned the IEEE open source project for sharing the codes.

- **Adjournment**
  - The meeting was adjourned at 10:40 AM (ET).

Minutes submitted by: Madhulika Goyal

List of Attendees:

S.N.	Last Name	First Name	Affiliation
1	Chu	Cheehung Henry	University of Louisiana at Lafayette
2	Haba	Cristian-Gyozo	Gheorghe Asachi Technical University of Iasi
3	Karmali	Firuza	Indian Institute of Technology Bombay
4	Goyal	Madhulika	Indian Institute of Technology Bombay
5	Ganapathi	Madhuri	Indian Institute of Technology Bombay
6	Mohammed	Munir	IEEE
7	Karmali	Nagesh	Indian Institute of Technology Bombay
8	Varkey	Nancy	Indian Institute of Technology Bombay
9	Venkat	Nirmala	Indian Institute of Technology Bombay
10	Kushalkar	Rajesh	Indian Institute of Technology Bombay
11	Rajendran	Ramkumar	Indian Institute of Technology Bombay
12	Venkitakrishnan	Rani	Indian Institute of Technology Bombay
13	Vaidya	Ravindra	Maharashtra Education Society's Senior College, Pune, India
14	Kaliappan	Snehalatha	Indian Institute of Technology Bombay