IEEE P2955 Working Group
Meeting Minutes-Approved
13 October 2022 || 10:00 AM – 10:33 AM (ET)

WG Chair: Prof Kannan Moudgalya
WG Secretary: Madhulika Goyal

The meeting was conducted virtually using Webex.

- **Call to Order:**
  - The WG 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 Chair at 10:00 AM (ET).

- **Roll Call and Affiliation**
  - There were 18 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.
    - Meeting quorum was established.
  - The list of attendees is enclosed below.

- A**pproval of agenda**
  - The agenda for the current meeting was presented at the meeting.
  Motion #01:
  - Prof Henry Chu made the motion to approve the agenda.
  - It was seconded by Prof Kumar R.
  - 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:
  - Firuza Karmali made the motion to approve previous meeting minutes.
  - It was seconded by Rajesh Kushalkar.
  - All were in favour hence the previous meeting minutes were approved.

- **IEEE Patent Policy**
  - IEEE Patent Policy slides were displayed by the WG 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 Chair.
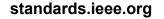 - There were no questions or concerns raised.

- **Technical Demonstration/Presentation/Discussion**
  - *Reports from Subgroups*
    - *Creation Subgroup (Prof Henry Chu, Creation Subgroup Chair):*
      - Met on Sept 20 and comments were resolved.
      - Uploaded the latest draft for subgroup's feedback on iMeetCentral.
      - Next meeting is next Tuesday.
    - *Dubbing Subgroup (Usha Viswanathan, Dubbing Subgroup member)*
      - Met on 29 Sept and resolved the comments.
      - Uploaded the draft-writeup on iMeetCentral for subgroup's feedback.
    - *Training Subgroup - (Rani Venkitakrishnan, Training Subgroup member)*
      - May 2022 completed all the sections.
      - 4 to 5 times revision is done, the version is uploaded on iMeetCentral.
      - Annexure is uploaded on iMeetCentral.
      - Some comments on 4th revision are yet to be resolved. Some comments will get resolved when other subgroup sections are ready.

- **Action Item:**
  - Subgroups to resolve the comments, if any.
  - Firuza Karmali to start writing/ consolidating the overall document. If possible, discuss it in the next meeting.
  - Usha Viswanathan to explore a few options for section 5.
- **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 10 November 2022.

- **Adjournment**
  - The meeting was adjourned at 10:33 AM (ET).

Minutes submitted by: Madhulika Goyal

List of Attendees:

S.N.	Last Name	First Name	Affiliation
1	Tony	Bella	Indian Institute of Technology Bombay
2	Chu	Cheehung Henry	University of Louisiana at Lafayette
3	Haba	Cristian-Gyozo	Gheorghe Asachi Technical University of Iasi
4	Karmali	Firuza	Indian Institute of Technology Bombay
5	Moudgalya	Kannan	Indian Institute of Technology Bombay
6	Ramasamy	Kumar	Rajalakshmi Institute of Technology, Chennai, India
7	Goyal	Madhulika	Indian Institute of Technology Bombay
8	Karmali	Nagesh	Indian Institute of Technology Bombay
9	Varkey	Nancy	Indian Institute of Technology Bombay
10	Venkat	Nirmala	Indian Institute of Technology Bombay
11	Kushalkar	Rajesh	Indian Institute of Technology Bombay
12	Rajendran	Ramkumar	Indian Institute of Technology Bombay
13	Venkitakrishnan	Rani	Indian Institute of Technology Bombay
14	Vaidya	Ravindra	Maharashtra Education Society's Senior College, Pune, India
15	Sidhwa	Sakina	Indian Institute of Technology Bombay
16	Rathore	Shailendra Singh	Mohan Lal Sukhadiya University , Udaipur. Rajasthan . India
17	Kaliappan	Snehalatha	Indian Institute of Technology Bombay
18	Viswanathan	Usha	Indian Institute of Technology Bombay