IEEE P2955 Working Group
Meeting Minutes
08 February 2024 || 10:00AM – 10:50AM (ET)

WG Chair: Prof Kannan Moudgalya
WG Secretary: Madhulika Goyal

The meeting was conducted virtually using Webex.

- **Call to Order:**
  - WG members were informed 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 17 attendees.
  - A Google sheet was shared for roll call and disclosure of affiliation.
    - Members were asked to update their employment and affiliation, if there were any changes.
    - Meeting quorum was established.
  - The list of attendees is enclosed below.
  - Regular attendance is required to be a voting member and to be counted towards quorum.

- **Approval 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 Ravindra Vaidya.
  - 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:
  - Usha Vishwanathan made the motion to approve previous meeting minutes.
  - It was seconded by Prof Kumar R.
  - All were in favour hence the previous meeting minutes were approved.

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

- **Announcements**
  - An email was sent by IEEE regarding:
    - Accepting IEEE Privacy Policy for accessing IEEE iMeetCentral and
    - Affiliation declaration
    Kindly do the needful.

- **Technical Demonstration/Presentation/Discussion**
  - *Reports from Subgroups (Subgroup Chairs)*
    - There were no subgroup meetings last month
    - No comments/observations received
  - *Consolidated draft (Prof Kannan Moudgalya)* :
    - Presented the updated draft document
    - WG members discussed and suggested minor modifications in sec 4 and 2

- **Action items:**
  - Prof Kannan Moudgalya will write the introduction section
  - Identify and share latest published relevant references, if any
  - Updated version of the consolidated draft will be shared on iMeetCentral
  - WG to review and share their observations the updated draft document

- **Next meeting:**
  - Meetings are held on the second Thursday of every month at 10:00 AM (ET) for the duration of one hour. The next meeting will be on 14 March 2024.

- **Adjournment**
  - The meeting was adjourned at 10:50AM (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	Knowledge Institute of Technology
7	Goyal	Madhulika	Indian Institute of Technology Bombay
8	Karmali	Nagesh	Indian Institute of Technology Bombay
9	Varkey	Nancy	Skillup Technologies
10	Venkat	Nirmala	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
14	Sidhwa	Sakina	Indian Institute of Technology Bombay
15	Rathore	Shailendra Singh	Government PG Girls College Sirohi (Rajasthan)
16	Kaliappan	Snehalatha	Indian Institute of Technology Bombay
17	Viswanathan	Usha	Indian Institute of Technology Bombay