**IEEE P3116, Standard for Automative Radar Performance metrics and Testing methods for Advanced Driver Assistance Systems (ADAS) and Automated Driving System (ADS) Applications, Working Group
Draft Meeting Minutes
12, 07, 2021 – 14:00 CET (8:00 EST)***Meeting Minutes Recorded by: Chair Rafieinia and Pat Roder*

1. **Call to Order**
The meeting was called to order at 14:05 CET by the IEEE Standards Association (SA) A Program Manager, Patricia Roder. The participants were advised that the meeting was being recorded to assist in the preparation of the meeting minutes.
2. **Introductions (Name and affiliations)**

Patricia Roder introduced the Working Group (WG) Chair, Fahimeh Rafieinia, who provided a summary of her background and interests in the topic. Attendees present stated their name and affiliation. A list of attendees is provided as Attachment 1.

1. **IEEE SA entity-based WG membership and requirements**

The requirements for membership in P3116 as an entity-based WG were presented by Soo Kim, Manager of Operational Program Management, IEEE SA. The members of the WG shall be representatives of organizations who are IEEE SA advanced corporate members. It was noted that all advanced corporate members attending the initial kick-off meeting are granted voting membership in the WG if desired. Otherwise, an advanced corporate member must participate in two out of the last four WG meetings to become a WG voting member. Becoming a voting member at the end of the next WG meeting is possible for those entities attending the initial meeting who become an advanced corporate member prior to the next meeting.

1. **Roll call of entities: establish DRs and DRAs**
Based on the registration information, an initial list of WG voting members (based on advanced corporate member status) was developed. Each of these entities indicated that they wanted to be WG voting members and provided the name of the Designated Representative (DR) and Designated Representative Alternate (DRA) as well. A list of the WG membership established at that time is presented as Attachment 2.
2. **Presentation on working group policies and procedures**

Pat Roder stated that the Vehicular Technologies (VT)/Automated Vehicles Standards Committee (AVSC) developed a common WG Policies and Procedures (P&P) document for use by all of its entity-based WGs. She provided a high-level overview of the P&P and advised the WG members to become familiar with its contents. A copy of the P&P is provided as Attachment 3.

1. **Presentation on the roles of WG officers**

The roles and responsibilities of the WG vice chair and secretary were presented by Soo Kim. WG members can nominate themselves or others for these roles by 12-21-2021 through email to the WG chair (fahimeh.rafieinia@uniquesec.com) or program manager (p.roder@ieee.org). An e-ballot will be done afterwards to elect the two officers.

1. **Approval of the Agenda**
***Motion to approve the meeting agenda.*** (Mover: Fahimeh, Rafieinia; Second: Vitali, Anselm) The agenda was unanimously approved as presented without objection.
2. **IEEE SA Standards Development Process Overview**

Due to time constraints, this topic was not covered during the meeting. The presentation is provided as Attachment 4 and may be covered at the next WG meeting.

1. **IEEE Patent Policy: Call for Patents**
The patent policy was presented and the call for patents was issued. There were no questions or concerns. The patent slides can be found at https://mentor.ieee.org/myproject/Public/mytools/mob/slideset.pdf.
2. **IEEE Copyright Policy**The copyright policy was presented. There were no questions or concerns. The copyright policy slides can be found at https://standards.ieee.org/content/dam/ieee-standards/standards/web/documents/other/ieee-sa-copyright-policy-2019.pdf.

**11. Technical Presentations or Discussions**

WG Chair Rafieinia presented a short technical presentation on the need for radar standard, scope of automotive radar standards, and the areas this standard covers.

**12. Future Working Group Meetings**The WG meetings will be held once a month. The next (second) meeting, due to holiday season and to provide time for participants to join as IEEE advanced corporate members, was suggested to be held on 02-07-2022. There was no objection to having the meeting begin at 14:00 CET. The possibility of having sub-groups within the WG was also mentioned by the WG Chair.

**13.** **Adjourn**
The meeting was adjourned at 15:35 by Chair Rafieinia.