

IEEE P3123 Working Group Meeting
Draft Minutes
December 13th 2021, 1:00 PM – 2:30 PM EST
Teleconference
Minutes Recorded by Nikolay Tsanov, Working Group Secretary

1. Call to Order

The meeting was called to order circa 1:00 PM.

Disclaimer was made that the meeting would be recorded for the purposes of producing minutes and that by attending and participating in the meeting, everyone in attendance would consent to be recorded. No objections were heard.

2. Declaration of Affiliation

Affiliation FAQs: <http://standards.ieee.org/faqs/affiliation.html>

Attendees stated their name and affiliation. A list of the attendees is included at the end of the present minutes.

3. Working Group Establishment

Motion to establish the working group. (Mover, Claude Baudoin; Second, Nikolay Tsanov). The working group was unanimously established without objection.

4. Approval of the Agenda

Motion to approve the agenda. (Mover, Nikolay Tsanov; Second, Claude Baudoin). The agenda was unanimously approved as presented without objection.

5. The Working Group Policies and Procedures (P&P) were presented

6. The IEEE eTools were introduced (Listserve, iMeet Central, WordPress)

7. IEEE Patent Policy: Call for Patents

According to page 3 of

<https://development.standards.ieee.org/myproject/Public/mytools/mob/slideset.pdf>, it was formally requested that, if anyone in the meeting was personally aware of the holder of any patent claims that are potentially essential to implementation of the proposed standard(s) under consideration by this group and that are not already the subject of an Accepted Letter of Assurance, they should respond at this time by providing relevant information to the WG Chair. No potentially essential patent claims were declared, and no holders of potentially essential patents were identified.

8. IEEE SA Copyright Policy

According to page 8 of <https://standards.ieee.org/content/dam/ieee->

[standards/standards/web/documents/other/Copyright_Policy_for_Participants.pdf](#), a disclaimer was made that by participating in this activity, the individuals in attendance agree to comply with the IEEE Code of Ethics, all applicable laws, and all IEEE policies and procedures including, but not limited to, the IEEE SA Copyright Policy.

9. Establishment of Officers: Appointment

Claude Baudoin was appointed as Vice-Chair; Nikolay Tsanov was appointed as Secretary.

10. Standards Development Overview was provided in the context of

Claude Baudoin suggested that the participants begin working on a catalog of existing terms. Chuck Easton supported the idea and agreed to create a spreadsheet for placing terms in <https://ieee-sa.imeetcentral.com/3123/>.

11. According to item 11 of the agenda, the floor was open up for discussing next meetings.

It was agreed that the working group would be meeting on the second Monday of every month. The next meeting will take place from 1 pm to 2:30 pm EST on January 10th 2022.

12. Adjourn

Due to exhaustion of the agenda, the meeting was adjourned circa 2:30 pm.

13. Participants:

Last Name	First Name	Affiliation	E-mail	Role	Officer
Easttom	Chuck	Georgetown University	chuckeasttom@gmail.com	V	Chair
Baudoin	Claude	Object Management Group	claudio@omg.org	V	Vice Chair
Tsanov	Nikolay	Self	tzanov@gmail.com	V	Secretary
Flores	Antonio			v	
Arora	Vineeta		vineeta.arora@GMAIL.COM	V	
Johnson	Colin		Colin.Johnson@NOTTINGHAM.AC.UK	V	
Wu	Huiyan		huiyan.wu1986@GMAIL.COM	V	
Bahn	Christy	IEEE SA	c.bahn@ieee.org	S	

Role Legend	V = Voting Member
	NV = Non-voting Member
	NM = Non-Member
	S = Staff

14. Revision log (most recent go first)

Filename	Description	Changed by	Version and Time of change
P3123-13Dec2021-Draft-Minutes.pdf	Initial draft	Nikolay Tsanov	v. 1; 2021-12-31 0:56AM EST
P3123-13Dec2021-Draft-Minutes.pdf	Corrected error in p. 11, "February 10 th 2022" replaced by "January 10 th 2022"	Nikolay Tsanov	v. 2; 2021-12-31 9:59AM EST