IEEE P3191 Standard Kick-off Meeting Minutes

Feb 7, 2023（unapproved）

Telecon
Meeting Minutes Recorded by: Zerui Zhang

Chair: Hao Wang

Secretary: Ziye Yan

1. Call to Order
- The meeting was called to order at 8:00 pm (GMT+8) by the IEEE MLMD Working Group Chair, Hao Wang.

2. Introduction and Affiliation Declarations
- Chair Hao Wang appointed Rui Zheng to read out the list of participants and confirm their attendance status.
- Attendees stated their names and affiliation.
- A quorum was established.

3. Approval of Agenda
- Chair Hao Wang presented the agenda of P3191.
- Motion #1
  Approve the agenda for Feb 7 meeting as presented in P3191 agenda.
  Moved: Ziye Yan
  Seconded: Rui Zheng
  (Procedural, required $\geqslant$ 50%)
  Motion passed by voice vote without opposition.

4. Welcome speech
- Chair Hao Wang gave the welcome speech.
- Chair Hao Wang invited Esteban J. Pino (Chair, IEEE EMB/Stds Com) and Victoria Wang (CXO and China Strategy Lead, IEEE SA) to give the welcome speeches.

5. IEEE SA Procedure Introduction
Program manager Tom Thompson introduced the IEEE Standard development procedure.

6. IEEE Policies
- IEEE Policies slides were presented to the WG.
- Chair Hao Wang appointed Shufan Mao to introduce the IEEE Policies.

a) IEEE SA Call for Patents
The call for patents was issued. There were no questions or concerns.
b) IEEE SA Copyright Policy Presentation
The copyright policy was presented. There were no questions or concerns.
C) IEEE SA Individual Participation
The Participation Behavior policy was presented. There were no questions or concerns.

7. Overview of the Project
- Chair Hao Wang introduce the background of the P3191 standard and some of the key points that need to be considered for the project.

8. Review Working Group Policies and Procedures (P&P)
- Chair Hao Wang appointed Xuren Ni to go through the core content of the work group Policies and Procedures.

9. Appointment of Officers
- Hao Wang was confirmed as the Working Group Chair (WGC) of P3191.
- Chair Hao Wang appointed Dr. Ziye Yan as Secretary of the Working Group.

10. Technical Presentation(s), Contribution(s) or Discussion(s)
(1) Technical lecture on MLMD performance monitoring by Mr. Shufan Mao, PVmed
(2) Technical lecture on MLMD testing platform by Ms. Ye Hao, National Institutes for Food and Drug Control, China

11. Future Work Plan
- Dr.Hao Wang introduced the proposed periodical meeting plan and resource from IEEE such as WG website and iMeetCentral.
- Call for volunteers for literature review.

12. New business
- **The WG will discuss the plan to establish subgroups in the future.**

13. Adjourn
- Motion #2

  Move to adjourn the meeting.

  Moved: Ziye Yan.
  Seconded: Rui Zheng,Lei Wang

  (Procedural, required ≥ 50%)
  Motion passed by voice vote without opposition.

- The WG adjourned at 10:20 pm.