**IEEE P3400 Working Group Meeting
Draft Minutes**

**Start-up meeting
22 April 2022**

**1230 – 1600 UTC
IEEE Computer Society Washington, DC Office and remote by Webex**

*Meeting Minutes recorded by Kerry Blinco (WG Secretary)*

1. **Call to Order**

The meeting was called to order at 12.30 UTC by Working Group Chair, Robby Robson.

1. **Roll call of Individuals and Declaration of Affiliation (Working Group Establishment)**

Attendees present stated their name and affiliation, either by registering attendance in the IEEE attendance tool <https://imat.ieee.org/my-site/home> or in the Webex chat box. A list of attendees is attached.

For future meetings attendance will be recorded using the meeting attendance tool.

<https://imat.ieee.org/my-site/home>

Action: Attendees who wish to become members of the Working Group were requested to send a request to Robby Robson (robby@computer.org), WG Chair and Jodi Haasz (j.haasz@ieee.org), IEEE Staff, either by email or by chat during the meeting.

1. **Working Group Policies and Procedures.**

Working Group Policies and Procedures (P&P) were reviewed by Jodi Haasz. These are available on the iMeet site <https://ieee-sa.imeetcentral.com/p3400/folder/WzIwLDE0NjE0NDIwXQ/WzIsODIzNzQ4NjJd/>

1. **Working Group eTools**

A presentation about the eTools which will be used by the Working Group was given by Jodi Haasz. The presentation is available on the iMeet site. <https://ieee-sa.imeetcentral.com/p3400/folder/WzIwLDE0OTU0MTE3XQ/WzIsODI2Mzc4NDNd/>

iMeet:

* The iMeet site will be used to manage the work of the Working Group.
* Members are encouraged to use iMeet discussion and commenting tools instead of the email lists to assist documentation management.
* Members to note that documents in iMeet do not show change markers. To view change markers, download the document and view in application.

Email List: Members are invited to join the Working Group public email list. To join,send an email **to ListServ@ieee.org, containing the following text in the body of the message:**

P3400@LISTSERV.IEEE.ORG – Used to communicate with individuals interested in the WG activities (including WG members).

subscribe P3400 YourFirstName YourLastName

MyProject: WG Members should indicate an interest in P3400 in MyProject <https://development>.standards.ieee.org/myproject-web/public/view.html

Learning: Members of the Working Group are encouraged to undertake the Working Group Chair fundamentals course <https://iln.ieee.org/Public/ContentDetails.aspx?id=BB66864BEAA3468696BC81AB5B9A8B2B>

1. **Approval of Agenda**

Presentations were added to the agenda (see item 10). The amended agenda was approved by unanimous consent.

1. **Participant Behavior Slides**

The Participant Behavior slides were presented. These are available at <https://standards.ieee.org/wp-content/uploads/import/documents/other/Participant-Behavior-Individual-Method.pdf>

Participants to note the references to the [IEEE Code of Ethics](https://www.ieee.org/about/corporate/governance/p7-8.html) and [IEEE Code of Behavior](https://www.ieee.org/content/dam/ieee-org/ieee/web/org/about/ieee_code_of_conduct.pdf). Recommended that participants read these documents.

The Chair confirmed that the activity is an “individual process” as described in the Participant Behavior Slides

1. **IEEE Patent Policy: Call for Patents**

The call for patents was issued. None raised. These are available at

<https://development.standards.ieee.org/myproject/Public/mytools/mob/slideset.pdf>

The Chair reminded participants that it is important that any potential patent claims be identified as soon as possible.

1. **IEEE Copyright Policy:**

The copyright policy was presented. Discussion was held on the policy. The copyright policy slides are available at:

https://standards.ieee.org/content/dam/ieee-standards/standards/web/documents/other/copyright-policy-WG-meetings.potx

1. **Appointment of Officers**

The officers for P3400 appointed are:

Chair: Robby Robson

Vice Chair: Annette Reilly

Secretary: Kerry Blinco

Treasurer: Clint Chaplin

1. **Presentation(s) / Technical Presentation(s), Contribution(s) or Discussion(s)**

The following presentations were given:

10.1 Robby Robertson

* Chairs comments - slides on iMeet at <https://ieee-sa.imeetcentral.com/p3400/folder/WzIwLDE0OTU0MTE3XQ/WzIsODI2MTQ1NDdd/>
* PAR reviewed - <https://ieee-sa.imeetcentral.com/p3400/folder/WzIwLDE0NjE0NDI0XQ/WzIsODIzNzQzNzhd/>
* Discussion was held on the PAR.
* Noted:
	+ The scope of the PAR is broad
	+ The activity must conform to the scope of the PAR
	+ Definition of “inclusive” will be an activity of the WG
	+ Scope of the work is English
	+ Content of the Standard and operational issues are part of the work to be done by the WG

10.2 Annette Reilly – Presentation – You Don’t Say! Related work for Inclusive Language;

10.3 Ricardo Mariani, NVIDIA Industry Safety VP, Computer Society First VP, Chair IEEE Computer Society, Diversity & Inclusion Subcommittee on Discriminatory Language in Computing

(CS D&I SC on DLC) presented;

10.4 Alina Holcroft – Quantum Computing Terminology – Presentation deferred to the next working group meeting

1. **Organizing Draft Development Effort**

Chair proposed that the work be approached by

* Create Sections and Subsections (Table of Contents)
* Divide and Conquer
* Consider “large chunk” contributions
	+ Distribute to all members
	+ Discuss at meetings and on the reflector

Possible top-level organization

* Guiding Principles
* Specific Requirements
* Recommendations on how to replace deprecated terminology
* Examples
* Additional Informative Information

Discussion was held on the approach.

1. **Future Meetings**

Agreed that future meetings will be held monthly, scheduled for 3 hours. Chair to advise schedule of meetings after further consultation.

1. **Adjourn.**

**The Chair adjourned the meeting at 16:00 UTC.**

**Attendees:**

|  |  |  |
| --- | --- | --- |
| **Name** | **Employer** | **Affiliation(s)** |
| Tim Baggett | Microchip Technology | Microchip Technology |
| Kerry Blinco | Independent | Independent |
| Pablo Narvaez Burgos | ISA | ISA Group |
| Clint Chaplin | Samsung Research America | Self-Funded |
| Brittany Chapman  | Commonwealth Associates | Commonwealth Associates |
| Shi Baw Chng | BAWMAN LLC | BAWMAN LLC |
| Rodney Cummings | National Instruments | National Instruments |
| Stacey Della Valle | Nokia | Nokia |
| Douglas J. Edwards | Siemens Industry, Inc. | Siemens Industry, Inc. |
| Marek Hajduczenia | Charter Communications | Charter Communications |
| Daniel Harkins | Aruba Networks, Inc. | Hewlett Packard Enterprise |
| Ashlie Ben Hocking | Dependable Computing | Self-Funded |
| Alina Holcroft | Feynman Foundation | Feynman Foundation |
| Austin Johnson | Eaton Corporation | Eaton Corporation |
| Mallory Knodel | Center for Democracy & Technology | Center for Democracy & Technology |
| Tom Kurihara | Unemployed | Self |
| Joseph Levy | InterDigital, Inc. | InterDigital, Inc. |
| Johnny Lin | 1stCycl | 1stCycl |
| Riccardo Mariani | NVIDIA | NVIDIA |
| Pierre Marie Ntang | TELUQ University | TELUQ University |
| Glenn Parsons | Ericsson | Ericsson |
| Gopi Krishnan Rajbahadur | Huawei Technologies Co., Ltd | Huawei Technologies Co., Ltd |
| Annette Reilly | Retired | Self |
| Robby Robson | Eduworks Corporation | Eduworks Corporation |
| Silvana Rodrigues | Huawei Technologies Co., Ltd.. | Huawei Technologies Co., Ltd.. |
| Jessy Rouyer | Nokia | Nokia |
| Sam Sambasivan | AT&T | AT&T |
| Heribert Schorn | Institute for International Product Safety GmbH | Institute for International Product Safety GmbH |
| Laura Schweitz | Turck Inc. | Turck Inc. |
| Andrew Seely | MindPoint Group | MindPoint Group |
| Don Wright | Standards Strategies | Apple |
| Yu Yuan | 0xSenses Corporation | 0xSenses Corporation |
| Wendy Brown | MindPoint Group | MindPoint Group |
| Caroline Treuthardt | Underwriters Laboratories | Underwriters Laboratories |
| Curtis Donahue | Rohde & Schwarz | Rohde & Schwarz |
| Ruby Annette Jayaseela Dhanaraj |  CNet Global Solutions |  Self |
| Emile Mardacany | Vesta Group |  Vesta Group |
| Jodi Haasz | IEEE | IEEE |