**IEEE P3400 Working Group Meeting
Approved Minutes
26 May 2022**

**1230 – 1530 UTC
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. **Introductions and Affiliation Declarations**

Attendees present stated their name and affiliation, in the Webex Chat

Attendance recorded by Attendees in the IEEE attendance tool <https://imat.ieee.org/my-site/home>. 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 not listed in the minutes of the 22 April meeting who wish to become members of the Working Group were requested to send a request to Robby Robson (robby@computer.org), WG Chair and Kerry Blinco (kerry.blinco@iinet.net.au), WG Secretary, by email.

1. **Approval of Agenda**

Presentations were added to the agenda (see item 6).

Moved by Don Wright, seconded by Clint Chaplin that the amended agenda be approved.

The amended agenda was approved by unanimous consent.

1. **Approval of the 22 April 2022 Meeting Minutes.**

The minutes of the 22 April Meeting Minutes were reviewed. It was noted that a minor edit to the punctuation in 10.3 was required to correct Ricardo Mariani’s title.

Moved by Brittany Chapman, seconded by Slivana Rodrigues that the amended minutes be approved.

The amended minutes were approved by unanimous consent.

1. **IEEE Policies Review**
	1. IEEE Call for Patents - <https://development.standards.ieee.org/myproject/Public/mytools/mob/slideset.pdf>

The call for patents was issued. None raised.

* 1. IEEE SA Copyright Policy - [https://standards.ieee.org/content/dam/ieee-standards/standards/web/documents/other/copyright-policy-WG-meetings.potx](https://standards.ieee.org/wp-content/uploads/import/documents/other/Participant-Behavior-Individual-Method.pdf)

The WG Chair Robby Robson presented additional slides Displaying and Contributing Publicly Available Materials to an IEEE WG - Practical Guidelines. The slides are available at <https://ieee-sa.imeetcentral.com/p3400/folder/WzIwLDE0NjE0NDE2XQ>

* 1. IEEE SA Participation - <https://standards.ieee.org/wp-content/uploads/import/documents/other/Participant-Behavior-Individual-Method.pdf>

The participant behaviour and individual method slides were presented.

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

The following presentations were given:

6.1 Kerry Blinco – Structured vocabularies was presented. The slides are available at https://ieee-sa.imeetcentral.com/p3400/folder/WzIwLDE0OTU0MTE3XQ/WzIsODMwOTE3NTJd/

10.2 Ashleigh Hocking – Master-Slave Alternates was presented. An updated version of the slides is available at https://ieee-sa.imeetcentral.com/p3400/folder/WzIwLDE1MTIwMTgzXQ/WzIsODMwOTIxMjld/

1. **Definition of inclusive.**

The WG Chair called for any additional comments on definition of inclusive. It was noted that:

* The scope is inclusive language in technical documentation, not only standards.
* Use of the standard will be voluntary.
* Finalising the definition of inclusive will be part of the definitions work for the standard.
1. **Organization of the Standard and formation of Subgroups**

The Working Group Chair reviewed the components discussed last meeting that will go into the standard:

* Principles and guidelines – what should be done in terms of inclusivity
* Definitions - a standard section
* Lists of vocabulary and recommendations for replacing vocabulary terms
* Examples that may go beyond, and other informative material

The Working Group Chair proposed that the work be divided and conducted by Subgroups. Definitions of the scope of each subgroup were provided. (Slides can be found at <https://ieee-sa.imeetcentral.com/p3400/folder/WzIwLDE0OTU0MTE3XQ/WzIsODMwOTk5ODNd/>)

A discussion was held on the proposal. During the discussion it was noted that:

* The topics covered are consistent with the Scope statement in the PAR.
* The definitions and sources subgroup could be combined.
* Candidate terms and definitions have different purposes and are different activities.

Moved by Ben Hocking, seconded by David Michel to appoint subgroups to work on the following potential sections of the standard:

* Sources and Definitions
* Principles
* Processes
* Candidate Terms (which may itself have one or more subgroups)
* Special Topics

The motionwas approved by unanimous consent.

The Working Group Chair called for volunteers for the Chair, Vice-Chair and participants for each subgroup. The volunteers at the meeting were:

|  |  |  |  |
| --- | --- | --- | --- |
| Sub Group | Chair | Vice Chair | Members |
| Sources and Definitions | Joseph Levy |  | David Michel |
| Principles |  |  | Kerry Blinco |
| Processes | Brittany Chapman | Steve Klecker |  |
| Candidate Terms | Ben Hocking |  | Silvana RodriguesJessy RouyerNtang Pierre MarieDan Harkins |
| Special Topics |  |  | Kerry Blinco |

The operation of the Subgroups was discussed. It was noted:

* The purpose of the groups is to meet in between the Working Group meetings and present work done for review by the Working Group.
* Scheduling is the responsibility of the Working Group Chair depending on the location of members of each group.
* Any member of the Working Group may attend any meeting of any subgroup. Meeting invitations for subgroup meetings should be issued to all Working Group Members.
* All subgroups to use the one email reflector for the moment. To be reviewed if the traffic becomes large.
* Discussions and comments on documents is expected to take place on iMeet Central, or if appropriate, via email to the reflector.

Action: The Working Group Chair will distribute a call for volunteers to participate in Subgroups on the mailing lists.

Action: Working Group Chair to liaise with IEEE staff to determine how subgroup meetings can be scheduled and conducted.

Action: Working Group Chair to provide guidance on how discussions to the reflector are to be named to distinguish the discussions for each Subgroup.

1. **Future Meetings**

The next meeting of the Working Group is scheduled for 23 June 2022, 12:30 UTC (08h30 EDT, 13h30 BST, 14h30 CEST, 18h00 IST, 20h30 CST) - 15:30 UTC.

Additional meetings are currently scheduled on the 4th Thursday of each month 12:30 UTC(08h30 EDT, 13h30 BST, 14h30 CEST, 18h00 IST, 20h30 CST) - 15:30 UTC until October.

Action: Secretary to investigate attaching ics calendar invites to the meeting announcements on the website.

1. **Adjourn.**

**The Chair adjourned the meeting at 1524 UTC.**

**Attendees:**

|  |  |
| --- | --- |
| Name | Affiliation |
| Tim Bagget | Microchip Technology, Inc. |
| Kerry Blinco | Independent |
| Clint Chaplin | None - Self-funded |
| Brittany Chapman | Commonwealth Associates, Inc. |
| Shi Baw Chng | BAWMAN LLC |
| Rodney Cummings | National Instruments Corporation |
| Stacey Della Valle | Nokia |
| Hui Ding | Individual |
| Curtis Donahue | Rohde & Schwarz |
| Douglas J Edwards | Siemens Industry, Inc. |
| Heiko Ehrenberg | GOEPEL Electronics |
| Tom Fitzpatrick | Siemens Corporation |
| Prahanta GHOSH | Syracuse University |
| Jodi Haasz | IEEE |
| Eeshita Grover | Cisco |
| Marek Hajduczenia | Charter Communications |
| Daniel Harkins | Hewlett Packard Enterprise |
| Edward Harrison | Anritsu Company |
| Ashlie Hocking | None - Self-funded |
| Alina Holcroft | Feynman Foundation |
| Austin Johnson | Eaton Corporation |
| Steve Klecker |  |
| Tom Kurihara | TKstds Management |
| Joseph Levy | InterDigital, Inc. |
| Daozhuang Lin | Representing myself |
| David Michel | Representing myself |
| Erin Morales | IEEE |
| Pierre Marie Ntang | TELUQ University |
| Pablo Narvaez Burgos | ISA Group |
| Gopi Krishnan Rajbahadur | Huawei Technologies Co., Ltd |
| Anette Reilly | Myself |
| Robby Robson | Eduworks Corporation |
| Silvana Rodrigues | Huawei Technologies Co., Ltd |
| Jessy Rouyer | Nokia |
| Sam Sambasivan | AT&T |
| Heribert Schorn | Institute for International Product Safety GmbH |
| Laura Schweitz | Turck |
| Andrew Seely | MindPoint Group |
| Caroline Treuthardt | Underwriters Laboratories |
| Forrest Wright | Apple Inc.; Standards Strategies, LLC |
| Yu Yuan | 0xSenses Corporation |