**IEEE P3400 Working Group Meeting
Approved Agenda
Thursday 23 June 2022**

**1230 – 1530 UTC**

**Remote Meeting Information:**

Meeting Link - <https://ieeesa.webex.com/ieeesa/j.php?MTID=m214d69182b36a54d8b28c1f3daef208c>

Meeting number (access code): 2338 502 9130

Meeting password: Prac42VcwN3

Global Call-in Numbers:

[https://ieeesa.webex.com/webappng/sites/ieeesa/meeting/info/aa60739f96e54ae69e694f001360733c#](https://ieeesa.webex.com/webappng/sites/ieeesa/meeting/info/aa60739f96e54ae69e694f001360733c)

1. **Call to Order**
2. **Introductions and** [**Affiliation Declarations**](https://standards.ieee.org/faqs/affiliation/)
	1. **Attendance:** Record attendance on iMat https://imat.ieee.org/my-site/home
	2. **Establish Quorum**
3. **Approval of Agenda**
4. **Approval of the 26 May 2022 Meeting Minutes https://ieee-sa.imeetcentral.com/p3400/folder/WzIwLDE0NjE0NDA5XQ/WzIsODMxMDMzODRd/**
5. **IEEE Policies Review**
	1. IEEE Call for Patents - <https://development.standards.ieee.org/myproject/Public/mytools/mob/slideset.pdf>
	2. 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)
	3. IEEE SA Participation - <https://standards.ieee.org/wp-content/uploads/import/documents/other/Participant-Behavior-Individual-Method.pdf>
6. Roster – MyProject action
7. **Technical Presentations**
	1. Alina Holcroft – Quantum Computing Terminology
8. Subgroups updates
* Confirming Subgroup chairs and members
* Ensuring all are clear about the purpose of the subgroups and scope of each subgroup
* If possible setting meeting times for the subgroups
* Logistics for subgroups including file spaces on iMeet, scheduling a Webex meetings etc.
* Any other questions.
	1. Sources and Definitions
	2. Principles
	3. Processes
	4. Candidate Terms
	5. Special topics
1. **Future Meetings**
* 28 July 2022, 12:30 (08h30 EDT, 13h30 BST, 14h30 CEST, 18h00 IST, 20h30 CST) - 15:30 UTC
* 25 August 2022, 12:30 (08h30 EDT, 13h30 BST, 14h30 CEST, 18h00 IST, 20h30 CST) - 15:30 UTC
* 22 September 2022, 12:30 (08h30 EDT, 13h30 BST, 14h30 CEST, 18h00 IST, 20h30 CST) - 15:30 UTC
* 27 October 2022, 12:30 (08h30 EDT, 13h30 BST, 14h30 CEST, 18h00 IST, 20h30 CST) - 15:30 UTC
1. **Adjourn**