**IEEE P3400 Working Group Meeting
Draft Minutes
23 June 2022**

**1230 – 1400 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 who are unable to record their attendance in iMat should contact Kerry Blinco (kerry.blinco@iinet.net.au), WG Secretary, by email.

1. **Approval of Agenda**

Roster – MyProject (see item 6), and additional information about subgroup updates (see item 8) were added to the agenda.

Moved by David Michel, seconded by Shi Baw Chng that the amended agenda be approved.

The amended agenda was approved by unanimous consent.

1. **Approval of the 26 May 2022 Meeting Minutes.**

The minutes of the 22 April Meeting Minutes were reviewed. It was noted that the attendance list had been updated.

Moved by Joseph Levy, seconded by Stacey Della Valle 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 copyright policy slides were presented.

* 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. Roster MyProject action required.

To be formally recorded as a Voting Member in the roster of the Working Group, members must indicate their interest in the P3400 in MyProject. Several people have not responded to the automatically generated email from MyProject.

* Members should check their interests in MyProject. The Working Group is listed as BOG/SESCom/InclLang and can be found by searching P3400
* The secretary will send a reminder to the mailing lists with a link (to be provided by IEEE Staff)
1. **Presentation(s) / Technical Presentation(s), Contribution(s) or Discussion(s)**

The following presentations were given:

6.1 Alina Holcroft, Quantum Computing Terminology

1. **Subgroup updates.**

The Chairs, Vice-Chairs, members, purpose and scope, and meeting times for the Subgroups were reviewed and a date set for the first meeting of each subgroup.

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| Subgroup |  Chair | Vice-Chair | Members | Meeting Time |
| **Sources and Definitions*** Identify industry, government, academic, SDO, and other sources of policies, standards, principles, and terms that can be used to inform the draft P3400 standard or that could potentially be used as references or sources of material in the P3400 standard.
* Draft the definitions section of the P3400 standard. This subgroup shall consult the IEEE Standards Dictionary prior to proposing a new definition.

(<https://ieeexplore.ieee.org/browse/standards/dictionary>)iMeet Link: <https://ieee-sa.imeetcentral.com/p3400/folder/WzIwLDE1MTkzMjg4XQ> | Joseph Levy | Annette Reilly | David Michel | Day: Wed Time: UTC 13:00 – 14:00(9.00 – 10.00 EST) Frequency: First Meeting: 20 July |

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| Subgroup | Chair | Vice Chair | Members | Meeting Time |
| **Principles**Draft a section of the P3400 standard that states principles for using inclusive language and for identifying and replacing non-inclusive language.iMeet Link: https://ieee-sa.imeetcentral.com/p3400/folder/WzIwLDE1MTkzMjg5XQ | Ruby Annette  | Austin Johnson | Kerry BlincoJoseph Levy | Day: FriTime: UTC 12.00 – 13:007.00 – 8.00 CSTFrequency: First Meeting: 8 July |

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| Subgroup | Chair | Vice Chair | Members | Meeting Time |
| **Processes**Draft a section of the P3400 standard that provides processes for deprecating and replacing non-inclusive language in technical documentation. This may identify specific use cases (e.g., standards documents, academic publications, computer code)iMeet Link: https://ieee-sa.imeetcentral.com/p3400/folder/WzIwLDE1MTkzMjkwXQ | Brittany Chapman | Steve Klecker | Stacey Della ValleDavid Michel | Day: ThursdayTime: 20:00-21:00 UTC(16:00 – 17:00 EST)Frequency:?First Meeting: 7 July |

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| Subgroup | Chair | Vice Chair | Members | Meeting Time |
| **Candidate Terms and Language**Generate and organize lists of terms and language that shall not appear in technical documentation and that shall be replaced by inclusive terms and language. Each item shall (or should or may?) include replacement terms or language depending on the technical contextiMeet Link: [https://ieee-sa.imeetcentral.com/p3400/folder/ WzIwLDE1MTkzMjkyXQ](https://ieee-sa.imeetcentral.com/p3400/folder/WzIwLDE1MTkzMjkyXQ) | Eeshita Grover | Ben Hocking | Silvana RodriguesJessy RouyerPierre Marie NtangDan HarkinsAustin JohnsonStacey Della ValleAlina HolcroftTom Fitzpatrick | Day: ThursdayTime: UTC 13:00 – 14:009:00 – 10:00 (EST)Frequency: ?First Meeting: 7 July |

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| Subgroup | Chair | Vice Chair | Members | Meeting Time |
| Special TopicsDraft section(s) of the P3400 standard that addresses special topics, e.g. use of SKOS and potentially managing identities in an inclusive mannerTBC as drafting progresses |  |  | Kerry Blinco |  |

Logistics:

The Working Group Policies and Procedures were reviewed, noting Sections 5 (Subgroups of the Working Group) and 6 (Meetings)

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

* Any member of the Working Group may attend a meeting of and Sub-Group.
* An area has been set on iMeet for each subgroup. The structure under the top level is the responsibility of the Chair of the Sub-Group.
* It is recommended that discussions are conducted in iMeet to maintain a record of discussions for reference.
* When posting to the list-serves, the subject line should commence with the Sub-Group name.
* The Chair is working with the IEEE to obtain Webex logins for the Sub-Group chairs. In the interim, the Secretary will schedule Webex calls for Sub-Groups.
* Meeting times should be advertised in UTC. Other time zone information may be shown in addition to UTC.
* Information about Sub-Group Meetings will be added to the public website events calendar by the Secretary.
* The Secretary will send an email to the list-serves with reminder of the Subgroup meetings to be held in the next week.
* Agendas are the responsibility of the Chair of the Sub-Group and should be posted to iMeet at least 3 days in advance of the meeting.
* It is recommended that standing agendas are used.
* The policy slide deck should be shown at each meeting. The slide deck can be found on iMeet in the reference documents folder of the Standards Development space https://ieee-sa.imeetcentral.com/p3400/folder/WzIwLDE0NjE0NDEzXQ/WzIsODMyMDEyNDld/
1. **Future Meetings**

The next meeting of the Working Group is scheduled for 28 July 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.

1. **Adjourn.**

**The Chair adjourned the meeting at 1400 UTC.**

**Attendees:**

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| Name | Affiliation |
| Ruby Annette | Self |
| Kerry Blinco | Independent |
| Brittany Chapman | Commonwealth Associates, Inc. |
| Shi Baw Chng | BAWMAN LLC |
| Rodney Cummings | National Instruments Corporation |
| Stacey Della Valle | Nokia |
| Douglas J Edwards | Siemens Industry, Inc. |
| Tom Fitzpatrick | Siemens Corporation |
| Prashanta Ghosh | Self |
| Marek Hajduczenia | Charter Communications |
| Edward Harrison | Anritsu Company |
| Ashlie Hocking | None - Self-funded |
| Alina Holcroft | Feynman Foundation |
| Austin Johnson | Eaton Corporation |
| Steve Klecker | MidAmerican |
| Tom Kurihara | TKstds Management |
| Joseph Levy | InterDigital, Inc. |
| Daozhuang Lin | Representing myself |
| David Michel | Representing myself |
| Erin Morales | IEEE |
| Anette Reilly | Myself |
| Robby Robson | Eduworks Corporation |
| Silvana Rodrigues | Huawei Technologies Co., Ltd |
| Jessy Rouyer | Nokia |
| Laura Schweitz | Turck Inc. |