**IEEE P3400 Working Group Meeting  
Draft Agenda  
Thursday 25 August 2022**

**1230 – 1500 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 minutes of the 28 August Meeting**
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. **Technical Presentations**

Please advise of any additional technical presentations to be made

* 1. Andra Keay, Women in Robotics activity: Terminology for 21st Century Technologists

1. **Draft Standard**
   1. Template <https://ieee-sa.imeetcentral.com/p3400/folder/WzIwLDE0NjE0NDE1XQ/WzIsODMzNDUzMTVd/>
   2. Allocation of responsibilities
   3. Processes/logistics
2. Subgroups updates
   1. Sources and Definitions – Joseph Levy
   2. Principles – Brittany Chapman
   3. Processes – Ruby Annette
   4. Candidate Terms and Language – Eeshita Grover
3. **Future Meetings**

* 6 October 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**