**IEEE P3400 Working Group Meeting
Approved Minutes
28 July 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.

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**

Item 6, Technical Presentations were removed from the agenda.

A new item 6, Conversation about Discussions was added to the agenda.

Moved by Tom Fitzpatrick, seconded by Austin Johnson that the amended agenda be approved.

The amended agenda was approved by unanimous consent.

1. **Approval of the 23 June 2022 Meeting Minutes.**

The minutes of the 23 June Meeting Minutes were reviewed. It was noted that the attendance list had been updated.

Moved by Joseph Levey, seconded by Andrew Seely that the amended minutes be approved.

The amended minutes were approved by unanimous consent.

1. **Recording of attendance**

Recording of attendance was discussed. It was agreed that iMat attendance will be crossed checked with Webex attendance. Speakers should identify themselves each time they speak, and their affiliation the first time they speak.

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

The call for patents was issued. None raised.

* + 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.

* + 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. **Conversation about discussions.**

A discussion was held about how conversations are held on the email reflectors. In summary the WG Chair, recognised that there are many opinions, and all relevant opinions need to be expressed and respected. The WG Chair requested that everyone be civil and state things in as neutral a way as possible so the WG can discuss the technical merits of proposals.

1. **Subgroup updates.**
	* **Processes, Brittany Chapman, (Subgroup Chair)**
		+ 2 Meetings have been held – 7 July, 21 July.
		+ 5 members attending.
		+ Discussed processes and the scope of the Subgroup.
		+ The Subgroup is in an information gathering phase including discussion on:
			- Material mediums and how that might impact processes.
			- Current state of documents, if they are regularly reviewed and how that might impact processes.
			- How to structure the section – a single overarching section or subsections for example by medium.
		+ Next meeting 4 August – invitation to attend was extended to all.
	* **Principles, Austin Johnson (Subgroup Vice-Chair)**
		+ 2 Meetings have been held – 8 July, 22 July.
		+ 3-5 members attending.
		+ Two spreadsheets have been added to iMeet in the and are in the process of being developed:
			- An aggregation of guiding principles from other documents, maintained from a positive rather than negative aspect.
			- Categories that detrimental terms could fall into that can be shared with the Candidate Terms and Language Subgroup for classification purposes.
		+ Next Meeting 5 August – invitation to attend was extended to all.
	* **Candidate Terms and Language, Eeshita Grover (Subgroup Chair)**
		+ 2 Meetings held – 7 July, 15 July.
		+ 5 Members attending calls.
		+ Based on the terms that have been identified across the IEEE resources, a spreadsheet has been created to collect candidate terms.
		+ Members with views on the terms to be included are encouraged to participate in this Subgroup.
		+ Next meetings 28 July.
	* **Sources and Definitions, Joseph Levy (Subgroup Chair)**
		+ 1 Meeting held 20 July.
		+ 3 files related to the meetings have been added to in the subgroup file folder in iMeet.
		+ This Subgroup will take on issues generated by the other Subgroups, including references to be included and for consistency in drafting across the standard, definitions for terms that are being used limited to a defined definition and not the general English definition of the term.
		+ Discussion was held on normative references. 2 normative references were proposed: The IEEE Policy and Procedures section 9.27, IEEE Policy Against Discrimination and Harassment and the IEEE Standards Association Style Manual Section 10.5 Inclusive language. The group felt these were not necessary. There are currently no proposed normative references.
		+ Two annexes proposed:
			- Informative references beginning with the references in the P3400 iMeet References area.
			- Glossary – no terms currently in the glossary.
		+ The Subgroup is holding Monthly meetings - next meeting 17 August.
		+ If the chairs of the other groups are aware of words that need to be included in the definitions section, send the Subgroup Chair (joseph.levy@interdigital.com) a note with reference to the text where the word is being used, and explanation of how it is being used.
2. Next Steps

The Chair proposed the following next steps

* + Whilst being aware that the WG is still in the formative stages and Subgroups have work to be done, the next step is to develop a draft document, defining the sections of the standard.
	+ Control of sections to be allocated to individuals
	+ At the next meeting (August 25), the WG to review the draft and any contributions provided by the Subgroups
1. Logistics

In response to questions the following logistical actions were agreed:

* + Subgroup Reports to the WG Meetings. As more writing is completed, the Subgroupreports should be focused on the sections of the standard, questions to the whole group and possibly motions if something needs a decision.
	+ Subgroup documents and submissions. Documents and submissions should be added to iMeet. The reflector can be used to make people aware of the documents and submissions on iMeet; and
	+ Notes should be taken of subgroup meetings – these do not need to be formal minutes. It is to the subgroup to determine what is recorded.
1. **Future Meetings**
* The next meeting of the Working Group is scheduled for 25 August 2022, 12:30 UTC (08h30 EDT, 13h30 BST, 14h30 CEST, 18h00 IST, 20h30 CST) - 15:30 UTC.
* Due to a conflict with other IEEE meetings, the September meeting will be deferred until 6 October.
* If required a meeting of the Subgroup Chairs and Vice-Chairs could be held between the August and 6 October Meeting.
* The “October” meeting will be held on 27 October at 12:30 UTC (08h30 EDT, 13h30 BST, 14h30 CEST, 18h00 IST, 20h30 CST) - 15:30 UTC.
1. **Adjourn.**

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

**Attendees:**

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| Name | Affiliation |
| Ruby Annette | Self |
| Kerry Blinco | Self |
| Clint Chaplin | Self |
| Brittany Chapman | Commonwealth Associates, Inc. |
| Shi Baw Chng | BAWMAN LLC |
| Rodney Cummings | National Instruments Corporation |
| Tom Fitzpatrick | Siemens Corporation |
| James Formea | Eaton Corporation |
| Prashanta Ghosh | Self |
| Eeshita Grover | Cisco |
| Jodi Haasz | IEEE |
| Marek Hajduczenia | Charter Communications |
| Edward Harrison | Anritsu Company |
| Austin Johnson | Eaton Corporation |
| Steve Klecker | MidAmerican |
| Joseph Levy | InterDigital, Inc. |
| Daozhuang Lin | Representing myself |
| David Michel | Representing myself |
| Anette Reilly | Myself |
| Robby Robson | Eduworks Corporation |
| Silvana Rodrigues | Huawei Technologies Co., Ltd |
| Sam Sambasivan | AT&T |
| Heribert Schorn | Instituter for International Product Safety GmbH |
| Laura Schweitz | Turck Inc. |
| Andrew Seely  | MindPoint Group |
| Caroline Truethardt | Underwriters Laboratories |
| Don Wright | Apple |