**IEEE P3400 Working Group Meeting  
Draft Agenda  
Thursday 6 October 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. **Scope confirmation** – Sub-groups have requested guidance on the application of the Standard. Refer PAR Scope:

This standard provides requirements for technical terminology and communications using the English language that are inclusive and inoffensive. These requirements apply to technical information in standards, policies, plans, procedures, reports, specifications; machine-readable languages, and text presented electronically. The standard includes recommendations on how to replace such deprecated technical terminology and provides examples of alternatives.

1. **Subgroup updates and Issues referred to Working Group by Subgroups**

Subgroup chairs are requested to distribute updates prior to the Working Group meeting.

* 1. Sources and Definitions – Joseph Levy
  2. Processes – Brittany Chapman
  3. Principles – Ruby Annette
  4. Candidate Terms and Language – Eeshita Grover

1. **Future Meetings**

* 27 October 2022, 12:30 (08h30 EDT, 13h30 BST, 14h30 CEST, 18h00 IST, 20h30 CST) - 15:30 UTC
* Meeting time post 30 October.

1. **Adjourn**