**IEEE P3400 Working Group Meeting
Draft Agenda
Thursday 27 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:** A quorum was not able to be established
3. **Approval of Agenda**
4. **Approval of the minutes of the 28 August Meeting** <https://ieee-sa.imeetcentral.com/p/aQAAAAAE-QNc>
5. **Review of notes of the 6 October Meeting** <https://ieee-sa.imeetcentral.com/p/aQAAAAAE-yDr>
6. **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>
7. **Technical Presentations**

Please advise of any additional technical presentations to be made

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 – Austin Johnson
		+ Review of Principles section draft - see https://ieee-sa.imeetcentral.com/p/aQAAAAAE-yL6
	4. Candidate Terms and Language – Eeshita Grover
1. Process for approval of Sub-group contributions to the standard.
2. **Future Meetings**
	1. 17 November 21.00 UTC  (16h00 EDT, 21h00 GMT, 07h00 + 1 AEST) to 23.30 UTC.
	2. 15 December 21.00 UTC  (16h00 EDT, 21h00 GMT, 07h00 + 1 AEST) to 23.30 UTC.
	3. 19 January 21.00 UTC  (16h00 EDT, 21h00 GMT, 07h00 + 1 AEST) to 23.30 UTC.
	4. 16 February 21.00 UTC  (16h00 EDT, 21h00 GMT, 07h00 + 1 AEST) to 23.30 UTC.
	5. 16 March 20.00 UTC  (16h00 EDT, 21h00 BST, 06h00 + 1 AEST) to 22.30 UTC.
	6. 20 April 20.00 UTC  (16h00 EDT, 21h00 BST, 06h00 + 1 AEST) to 22.30 UTC.
3. **Adjourn**