**IEEE P3400 Working Group Meeting
Approved Minutes
25 August 2022**

**1230 – 1345 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**

Attendance recorded by Attendees in the IEEE attendance tool <https://imat.ieee.org/my-site/home> and by report from Webex. 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**

An additional item was added as Item 6, INCITS Liaison, and other agenda items renumbered.

Moved by Don Wright, seconded by Tom Fitzpatrick that the amended agenda be approved.

The amended agenda was approved by unanimous consent.

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 individual method slides were presented.

1. **Approval of the 28 July 2022 Meeting Minutes.**

The minutes of the 28 July Meeting Minutes were reviewed once a quorum was achieved.

Moved by Clint Chaplin, seconded by Austin Johnson that the amended minutes be approved.

The amended minutes were approved by unanimous consent

1. **Liaison with INCITS**

Erin Morales (IEEE Staff) gave the following presentations:

* IEEE Liaisons with Organizations External to the IEEE (https://ieee-sa.imeetcentral.com/p3400/folder/WzIwLDE0OTU0MTE3XQ/WzIsODM0MDQ4OTFd/) ; and
* Sharing IEEE SA Working Group Drafts (https://ieee-sa.imeetcentral.com/p3400/folder/WzIwLDE0OTU0MTE3XQ/WzIsODM0MDQ4OTBd/).

The Chair called for discussion on establishing relationships with INCITS concluding with a call for motions about liaison and or draft sharing with INCITS.

Moved by Don Wright, seconded by David Michel that the Chair take steps to establish a liaison with the INCITS Working Group on Inclusive Terminology and appoint a lead liaison and an alternate to ensure representation as appropriate.

The motion was approved by unanimous consent.

Moved by Joseph Levy, seconded by Shi Baw Chng that the Chair take steps to establish a draft sharing relationship with the INCITS Inclusive language working group

The motion was approved by unanimous consent.

1. **Presentation(s) / Technical Presentation(s), Contribution(s) or Discussion(s)**

Andra Keay gave a presentation on the work on inclusive terminology by the Women in Robotics group, followed by discussion.

1. **Draft Standard**

The Chair reviewed the proposed template for the standard (<https://ieee-sa.imeetcentral.com/p3400/folder/WzIwLDE0NjE0NDE1XQ/WzIsODMzNDUzMTVd/>)

The Chair noted:

* An Editor will be sought for the standard.
* Sub-group Chairs are responsible for proposing the draft for the section of the standard relating to the scope of their Sub-group.
* Drafts do not need to use the template. The Editor will be responsible for transferring content from the drafts to the template and identifying overlaps between sections.
* When the Sub-group Chair determines the Sub-group has reached consensus on a contribution, the Sub-group chair will submit the contribution to the Working Group for review and voting.
1. **Subgroup updates**
	1. Sources and Definitions – Joseph Levy
	* The Sources and Definitions Subgroup met on 17 Aug and discussed some proposed definitions.
	* The proposed definitions can be found in the draft:  <https://ieee-sa.imeetcentral.com/p/aQAAAAAE-Ctz>.
	* The Sources and Definitions Subgroup view the development of sources and definitions clauses to be a process that depends on participation from all P3400 participants.
	* The Sources and Definitions Subgroup requests that other subgroups and P3400 participants:
		+ review the current proposed definitions (provided in the draft, above) and provide comments and feedback
		+ provide any additional terms they believe should be defined
		+ provide definitions for additional terms when available
	* The status of the Sources and Definitions Subgroup is summarized in <https://ieee-sa.imeetcentral.com/p/aQAAAAAE-Ct1>
	1. Processes – Steve Klecker
		* The Subgroup  met and reviewed our scope as a sub group and had discussions around what processes we are specifically defining. The group noted some potential overlap with other subgroups which may require joint meetings in the future.
		* Steve Klecker and Caroline Treuthardt presented some excellent resources to the group as examples of what has been done by the APA, OHSU and UL.
		* These presentations started good discussions about the use of a transition period where both terms are used for a period of time to ease the transition.
		* The use of existing glossaries and dictionaries to maintain historical context and background and note deprecated and replacement terms was also discussed.
		* For our next meeting, the group was asked to come up with a rough outline for what we'd like to cover in our section.
		* Our next meeting is on September 1 at 4PM Eastern.
		* There is a need for the Chairs/Vice-Chairs of the Processes and Principles Sub-Groups to liaise.
	2. Principles – No update provided as the Sub-Group is still in the early stages of discussion. Confirms that the Chairs/Vice-Chairs of the Processes and Principles Sub-Groups need to liaise.
	3. Candidate Terms and Language – Ben Hocking
		* The Candidate Terms and Language SG met on Aug 11 and discussed the method for collecting terminology for which alternatives need to be suggested.
		* Key topic of discussion was how/where should we get started with a list of objectionable words.
		* The conclusion was that it’s best for all the SG members to start looking through the reference content available in the IEEE content.
		* The next meeting is scheduled for Aug 25 where we will start looking through some of the terminology that the members have collected for discussion.
		* Action: The Chair requested Erin Morales (IEEE Staff) follow up on the request for the Sub-Group to have the capability of searching IEEE content for nominated terms.
2. **Mail reflector behaviour.**

Members of the Working Group would prefer the reflector distributes email to the sender to confirm that emails sent to the reflector are being distributed. Action: The Secretary to contact IEEE support to identify if there is a configuration setting that can be changed to implement the required behavior.

1. **Future Meetings**
* The next meeting of the Working Group is scheduled for 6 October 2022, 12:30 UTC (08h30 EDT, 13h30 BST, 14h30 CEST, 18h00 IST, 20h30 CST) - 15:00 UTC. (Deferred September meeting).
* The “October” meeting will be held on 27 October at 12:30 UTC (08h30 EDT, 13h30 BST, 14h30 CEST, 18h00 IST, 20h30 CST) - 15:00 UTC.
1. **Adjourn.**

**The Chair adjourned the meeting at 1445 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 |
| Stacey Della Valle | Nokia |
| Tom Fitzpatrick | Siemens Corporation |
| Marek Hajduczenia | Charter Communications |
| Ben Hocking | Dependable Computing |
| Austin Johnson | Eaton Corporation |
| Steve Klecker | MidAmerican |
| Joseph Levy | InterDigital, Inc. |
| Daozhuang Lin | Representing myself |
| David Michel | Representing myself |
| Anette Reilly (for INCITS discussion)  | 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. |
| Caroline Truethardt | Underwriters Laboratories |
| Don Wright | Apple |