**IEEE P3400 Working Group Meeting
Draft Meeting Notes
17 November 2022**

**2100-2120 UTC
Remote by Webex**

*Meeting Minutes recorded by Kerry Blinco (WG Secretary)*

1. **Call to Order**

The meeting was called to order at 2100 UTC by Working Group Secretary, Kerry Blinco as the WG Chair and Vice -Chair were in transit to an IEEE BOD meeting.

1. **Introductions and Affiliation Declarations**

Attendance recorded by Attendees in the IEEE attendance tool <https://imat.ieee.org/> 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. **Establishment of Quorum.** There were insufficient attendees to establish a quorum.
2. **Approval of Agenda**

As a quorum was not established, the agenda was not approved. Meeting notes will be produced instead of formal minutes.

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 27 October 2022 Meeting Minutes.**

The minutes of the 27 October Meeting Minutes were not moved for approval due to lack of a quorum.

1. **Sub-group updates**
	1. Sources and Definitions

The WG Secretary reported that the Sources and Definitions Sub-group had not met since the last WG meeting in line with the report of the Sub-group Chair comments at the last WG Meeting that the group is in hiatus until at least December.

* 1. Processes – Brittany Chapman
* The Processes Sub-group met 15 November.
* The Sub-group discussed the meeting minutes from the previous meeting and continued discussion from that meeting.
* The Sub-group also reviewed the outline of the Processes section based on comments made at the previous meeting, making some adjustments to the outline.
* The Sub-group discussed the suggestion made to the last P3400 WG Meeting, that the entire standard be written as a process, resulting in a decision to develop a sample table of contents for what that would look like to be shared with the main P3400 WG at the next meeting in December. The aim is to have a presentation to the December WG meeting and receive comments from the full WG.
* The Sub-group reviewed and discussed a contribution from Steve Klecker.
* Due to travel commitments by Sub-group members, it was decided to move the next Processes sub-group meeting, from 1 December to 8 December.
	1. Principles

The WG Secretary reported that :

* The Principles Group had met once since the last WG meeting.
* The meeting scheduled for this week has been cancelled.
* The WG Chair has provided feedback about the current draft. The Sub-group will review and discuss this feedback at their next meeting on 2 December.
	1. Candidate Terms and Language

David Michel, a member of the Candidate Terms and Language Sub-group reported that the subgroup has a spreadsheet with a list of proposed terms, and is waiting for other inputs.

1. **Future Meetings**

**Meeting invitations can be downloaded from the P3400 Website (do not use iMeet Calendar invites as the time conversion is poor). The WG Secretary to continue to send out weekly meeting reminders.**

* + 15 December 21.00 UTC  (16h00 EST, 21h00 GMT, 07h00 + 1 AEST) to 23.30 UTC.
	+ 19 January 21.00 UTC  (16h00 EST, 21h00 GMT, 07h00 + 1 AEST) to 23.30 UTC.
	+ 16 February 21.00 UTC  (16h00 EST, 21h00 GMT, 07h00 + 1 AEST) to 23.30 UTC.
	+ 16 March 20.00 UTC  (16h00 EDT, 21h00 BST, 06h00 + 1 AEST) to 22.30 UTC.
	+ 20 April 20.00 UTC  (16h00 EDT, 21h00 BST, 06h00 + 1 AEST) to 22.30 UTC.
1. **Adjourn.**

**The meeting was adjourned at 2120 UTC.**

**Attendees:**

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| Name | Affiliation |
| Kerry Blinco | Self |
| Clint Chaplin | Self |
| Brittany Chapman | Commonwealth Associates, Inc. |
| Stacey Della Valle | Nokia |
| Steve Klecker | MidAmerican |
| David Michel | Representing myself |
| Erin Morales  | IEEE Staff |
| Sam Sambasivan | AT&T |
| Heribert Schorn | Institute for International Product Safety GmbH |
| Caroline Treuthardt | Underwriters Laboratories |
| Laura Schweitz | Turck Inc. |