**IEEE P3400 Working Group Meeting
Approved Minutes
27 October 2022**

**1230 – 1330 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/> 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. **Review of notes of the 6 October Meeting**

The notes of the 6 October Meeting were reviewed. No amendments were requested.

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 Agenda**

As no requests for Technical Presentations were received, item 7 was removed from the agenda.

Moved by Clint Chaplin, seconded by David Michel that the amended agenda be approved.

The amended agenda was approved by unanimous consent.

1. **Approval of the 25 August 2022 Meeting Minutes.**

The minutes of the 25 August Meeting Minutes were reviewed.

Moved by Don Wright, seconded by Clint Chaplin that the minutes be approved.

The minutes were approved by unanimous consent

Action: Kerry Blinco, WG Secretary, was requested to provide instructions on accessing the WG listserv archives.

1. **Sub-group updates**
	1. Sources and Definitions – Joseph Levy
		* The subgroup has not met since the last WG meeting due to issues with the calendar, however did some follow-up work by email.
		* Some feedback has been received on the draft of the Sources and Definitions section.
		* Once the changes have been incorporated the draft will be circulated again.
		* The sub-group intend the information to be useful to the other Sub-groups as a starting point for some of the vocabulary to be used in the specification.
		* As things mature there will be additional requests to increase the number of definitions.
		* The definitions may be refined further as they are used in the actual draft of the specification.
		* The sub-group is in wait and see mode. No further meetings have been scheduled. The next meeting is likely to be in December. The group may also consider moving the meeting time to the afternoon (Eastern).
		* People who are interested in the definitions are encouraged to actively review the draft and to participate in the other sub-groups, if they're interested in generating new definitions, or have the other groups submit terms that need definitions.
	2. Processes – Brittany Chapman
		* The sub-group is making good progress, have developed an outline and assigned writing sections to sub-group members. Members of the sub-group are working on their assignments.
		* At the last meeting the sub-group had a really great discussion on how to organize the Processes section, and, how processes fits into the whole specification. The sub-group discussed proposing the standard overall be organised as a process. There could be benefits to organising sections in a sequential or process order.
		* The WG Chair requested a presentation be given to the WG on what organisation as a process would mean for the structure of the standard.
		* The sub-group also discussed how to coordinate with the work of the Principals and Candidate Terms sub-groups.
		* As the move of the main P3400 WG created a clash of meeting times with the sub-group, its meeting schedule has been changed to the 1st Thursday and the 3rd Tuesday of the month.
		* The sub-group intends to have the contributions together by the end of the year to present to the WG.
	3. Principles – Austin Johnson
		* At the last meeting of the sub-group, the 3rd iteration of the draft section was reviewed.
		* This version is on iMeet. A request for comments was sent to the mail reflector. All are encouraged to have a look at the draft and leave a comment directly on the document if possible. Comments will be reviewed for incorporation into the text.
		* The Sub-group plans to have a revised version for discussion by the full WG, potentially for the December meeting.
		* Action: Robby and Austin to schedule a time for Robby to provide feedback.
	4. Candidate Terms and Language – Eeshita Grover
		* The sub-group started by collecting the terminology and the insights from the INCITS resources.
		* An email has been received from Ricardo Mariani, Chair IEEE Computer Society Diversity & Inclusion Subcommittee on Discriminatory Language in Computing (CS D&I SC on DLC) who would like the Sub-group to look at their collection of terminology as well. Arrangements are being made for Mr Mariani to attend a sub-group meeting.
		* The next meeting is today and the following meeting will be 2 weeks from now.
2. **Process for approval of Sub-group contributions**

Sub-groups have requested clarification of the process for approval once a sub-group has decided its contribution is ready for inclusion in the standard.

It was proposed by the WG Chair that the following process should be followed:

* + - * The contribution as a separate document should be submitted for review by the WG.
			* Comments should be dealt with by the sub-group in a comment resolutions process.
			* Once approved by the WG, the contribution will be included to be processed for the base document for the Standard.
			* The sub-group can recommend changes to the way the contribution is incorporated, which then would have to be approved by the entire WG.

Distributing Contributions for Comment: Contributions should be posted to iMeet and an email sent to the listserv with a link to the document. Comments should be made in iMeet.

1. **Dynamic sources, extensibility/maintainability of terms lists.**

Two questions were raised relating to the dynamic nature of the material referenced in the definitions and terms lists.

* If terms in the terms list are being used from source material either by reference or citation, and that source material is dynamic, how would the terms be synchronised in the specification?

The WG Chair noted that the list of terms that will be in the IEEE standard have to be the WG’s in the sense that they are part of the IEEE standard and not point to other lists, for example the INCITS list, or other company or public sources**.** The terms from those referenced sources are being considered as good suggestions and it expected there will be significant overlap in terms between the sources and the standard.

The terms used in the standard will be defined in the standard.

The sources for other lists can be referenced.

* The list of terms generated cannot be an all-inclusive list and will need to be maintained over time in a timely fashion.

The WG Chair explained the standards are documents, and it is possible to maintain documents. This is an example where it would make a lot of sense to maintain more often than the 10 year standards cycle, for example by review of the working group on an annual basis.

The principles section should explain what to do when the standard is silent about a particular term that an editor, author or reviewer wishes to consider for inclusion in the document.

The WG needs to identify a process for maintenance. Governance was highlighted as an important issue. Appropriate governance could be an ongoing WG, Standing Committee or Open Source Committee.

Action: The WG Chair is to consult the WG parent group about the best way to maintain the lists, principles and processes.

1. **Future Meetings**

**Please note the change of time for meetings commencing November:**

**Meeting invitations can be downloaded from the P3400 Website (do not use iMeet Calendar invites as the time conversion is poor)**

* + 17 November 21.00 UTC  (16h00 EST, 21h00 GMT, 07h00 + 1 AEST) to 23.30 UTC.
	+ 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, 20h00 GMT, 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 Chair adjourned the meeting at 1445 UTC.**

**Attendees:**

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| Name | Affiliation |
| Kerry Blinco | Self |
| Clint Chaplin | Self |
| Brittany Chapman | Commonwealth Associates, Inc. |
| Stacey Della Valle | Nokia |
| Tom Fitzpatrick | Siemens Corporation |
| Eeshita Grover | Cisco |
| Marek Hajduczenia | Charter Communications |
| Jodi Haasz | IEEE Staff |
| Edward Harrison | Anritsu |
| Austin Johnson | Eaton Corporation |
| Steve Klecker | MidAmerican |
| Joseph Levy | InterDigital, Inc. |
| David Michel | Representing myself |
| Robby Robson | Eduworks Corporation |
| Sam Sambasivan | AT&T |
| Laura Schweitz | Turck Inc. |
| Don Wright | Apple |