**IEEE P3400 Working Group Meeting
Draft Agenda
Thursday 19 January 2023**

**2100 – 2330 UTC**

**Remote Meeting Information:**

Meeting Link -https://ieeesa.webex.com/ieeesa/j.php?MTID=md56adb02761b09d4f45057f22cb276aa

Meeting number (access code): 2345 158 2853

Meeting password: cX274J3vKen

Global Call-in Numbers:

<https://ieeesa.webex.com/ieeesa/globalcallin.php?MTID=m1d90cb0a4ae028a0505999d68d6a0339>

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/
	2. **Establish Quorum**
3. **Approval of Agenda**
4. **Approval of the minutes of the 15 December Meeting** <https://sagroups.ieee.org/3400/wp-content/uploads/sites/506/2022/12/IEEE-P3400-Draft-Minutes-for-meeting-15-December-2022.docx>
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. **Structure of Standard and maintenance of Terms and Language –** Robby Robson, Working Group Chair
7. **Subgroup updates and Issues referred to Working Group by Subgroups**
	1. Sources and Definitions – Joseph Levy
	2. Processes – Brittany Chapman
	3. Principles – Ruby Annette
	4. Candidate Terms and Language – Eeshita Grover
8. **Editorial discussion – WG Chair Robby Robson, P3400 Editor Annette Reilly**
9. **Future Meetings**
	1. 16 February 21.00 UTC  (16h00 EST, 21h00 GMT, 07h00 + 1 AEST) to 23.30 UTC.
	2. 16 March 20.00 UTC  (16h00 EDT, 20h00 GMT, 06h00 + 1 AEST) to 22.30 UTC.
	3. 20 April 20.00 UTC  (16h00 EDT, 21h00 BST, 06h00 + 1 AEST) to 22.30 UTC.
	4. 18 May 20.00 UTC  (16h00 EDT, 21h00 BST, 06h00 + 1 AEST) to 22.30 UTC.
	5. 17 June 20.00 UTC  (16h00 EDT, 21h00 BST, 06h00 + 1 AEST) to 22.30 UTC.
10. **Adjourn**