**IEEE P3400 Working Group Meeting
Approved Minutes
15 December 2022**

**2100 – 2145 UTC
Remote by Webex**

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

1. **Call to Order**

The meeting was called to order at 21.00 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 7 - Opening Remarks, and other agenda items renumbered.

It was noted that meeting times would be discussed in Item 10 – Future Meetings.

Moved by Brittany Chapman, seconded by Heribert Schorn 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 27 October Meeting Minutes.**

The minutes of the 27 October Meeting were reviewed.

Moved by Don Wright, seconded by Heribert Schorn that the minutes be approved.

The minutes were approved by unanimous consent.

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

1. **Notes of the 21 November Meeting.**

Notes of the 21 November Meeting were reviewed and noted.

1. **Opening remarks**

The Chair noted that:

1. Developing the main draft:
* Annette Reilly has agreed to be the Editor for the Standard.
* The WG is at the stage when some of the sections can be put into the IEEE template.
* The WG will go through the various sections. If there are comments made on a section, the Sub-Group responsible will undertake a comment resolution process, reviewing the comments, responding to the comments, and proposing updates.
* The WG will vote on the content of the main draft.
1. Timing
* Whilst there is a date by which the Standard needs to be completed (31 December 2026), this date is the longest date for completing the standard.
* The expectation is that by the end of February, most of the Sub-group contributions will be ready for inclusion in the main draft.
* It should then take no more than 3 or 4 meetings after that to complete the review and voting process.
* There may be something that needs longer discussion.
* An aspirational date for completion of the draft is June or July 2023.
1. **Presentation(s) / Technical Presentation(s), Contribution(s), or Discussion(s)**
2. Brittany Chapman, Chair Processes Sub-group presented a proposal to structure the Standard as a process. See attachment Annex 1 P3400 Draft Outline. Rev0\_12-0802022 <https://ieee-sa.imeetcentral.com/p/aQAAAAAFAW29>

As WG members will need time to consider the proposal it was agreed that:

* WG members are invited to attend the 20 December Sub-group meeting to provide input.
* Feedback will be incorporated into a revised document.
* A formal motion to adopt the proposed structure will be made at the January WG Meeting.
1. Tools. The Processes Sub-group has identified some useful tools for identifying issues with inclusivity of language. Brittany Chapman demonstrated the inclusive language checker settings in MS Word and discussed the Speech Coach tools in MS Teams.

Action: The Secretary, Kerry Blinco to add information about these tools in the references section of iMeet.

How to check for Inclusive language in MS Word <https://ieee-sa.imeetcentral.com/p/aQAAAAAFAbBi>

Teams Speaker Coach <https://ieee-sa.imeetcentral.com/p/aQAAAAAFAbBj>

Bias Free Communication - Microsoft Style Guide <https://ieee-sa.imeetcentral.com/p/aQAAAAAFAbBf>

1. **Subgroup updates**
	1. Sources and Definitions – The Sub-group has not met since the last WG Meeting.
	2. Processes – No additional information to the technical presentation on structure of the Standard.
	3. Principles – The Sub-group has received some additional feedback and will be meeting on 16 December to discuss the feedback. The outcome of the meeting will be incorporated into the draft section before bringing the contribution to the WG.
	4. Candidate Terms and Language – No report. The Chair noted that progress is being made by the Sub-group.
2. **Future Meetings**

A discussion was held regarding schedule meeting times that are as friendly as possible for members from all geographic regions.

It was agreed to keep the meeting at the current time (21.00 UTC) scheduled for 2 hours.

* + 19 January 21.00 UTC (16h00 EST, 21h00 GMT, 07h00 + 1 AEST) to 23.00 UTC.
	+ 16 February 21.00 UTC (16h00 EST, 21h00 GMT, 07h00 + 1 AEST) to 23.00 UTC.
	+ 16 March 20.00 UTC (16h00 EDT, 20h00 GMT, 06h00 + 1 AEST) to 22.00 UTC.
	+ 20 April 20.00 UTC (16h00 EDT, 21h00 BST, 06h00 + 1 AEST) to 22.00 UTC.
	+ 18 May 20.00 UTC (16h00 EDT, 21h00 BST, 06h00 + 1 AEST) to 22.00 UTC.
1. **Adjourn.**

**The Chair adjourned the meeting at 2145 UTC.**

**Attendees:**

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| Name | Affiliation |
| Kerry Blinco | Self |
| Clint Chaplin | Self |
| Brittany Chapman | Commonwealth Associates, Inc. |
| Shi Baw Chng | BAWMAN LLC |
| Stacey Della Valle | Nokia |
| Edward Harrison | Anritsu Company |
| Austin Johnson | Eaton Corporation |
| Steve Klecker | MidAmerican |
| Anette Reilly  | Myself |
| Robby Robson | Eduworks Corporation |
| Silvana Rodrigues | Huawei Technologies Co., Ltd |
| Sam Sambasivan | AT&T |
| Heribert Schorn | Instituter for International Product Safety GmbH |
| Caroline Truethardt | Underwriters Laboratories |
| Don Wright | Apple |