**IEEE P3400 Working Group Meeting  
Draft Agenda  
Thursday 16 February 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 19 January Meeting** Minutes <https://ieee-sa.imeetcentral.com/p/aQAAAAAFAzXO>
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. **Chairs Comments -** Robby Robson
7. **Technical Editor report and planning** - Annette Reilly
8. **Subgroup updates and Issues referred to Working Group by Subgroups** 
   1. Sources and Definitions – Joseph Levy
   2. Processes – Brittany Chapman
   3. Principles – Austin Johnson
      * Report
      * Sources of Guidance for clear writing
   4. Candidate Terms and Language – Eeshita Grover
9. **Future Meetings**
   1. 16 March 20.00 UTC  (16h00 EDT, 20h00 GMT, 06h00 + 1 AEST) to 22.30 UTC.
   2. 20 April 20.00 UTC  (16h00 EDT, 21h00 BST, 06h00 + 1 AEST) to 22.30 UTC.
   3. 18 May 20.00 UTC  (16h00 EDT, 21h00 BST, 06h00 + 1 AEST) to 22.30 UTC.
   4. 17 June 20.00 UTC  (16h00 EDT, 21h00 BST, 06h00 + 1 AEST) to 22.30 UTC.
10. **Adjourn**