**IEEE P3400 Working Group Meeting
Draft Agenda
Thursday 20 April 2023**

**2000 – 2230 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 16 February Meeting** <https://ieee-sa.imeetcentral.com/p/aQAAAAAFBE2T>
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. **Review of Standards and voting processes -** Robby Robson
7. **Technical Editor report and planning** – Robby Robson
	1. Walk through draft standard <https://ieee-sa.imeetcentral.com/p/aQAAAAAFCVT4>
	2. Commenting process and spreadsheet <https://ieee-sa.imeetcentral.com/p/aQAAAAAFCU9R>
	3. Role of Subgroups, future subgroup meetings
8. **Future Meetings**
	1. 18 May 20.00 UTC (16h00 EDT, 21h00 BST, 06h00 + 1 AEST) to 22.30 UTC.
	2. 15 June 20.00 UTC (16h00 EDT, 21h00 BST, 06h00 + 1 AEST) to 22.30 UTC.
	3. 20 July 20.00 UTC (16h00 EDT, 21h00 BST, 06h00 + 1 AEST) to 22.30 UTC.
	4. 18 August 20.00 UTC (16h00 EDT, 21h00 BST, 06h00 + 1 AEST) to 22.30 UTC.
9. **Adjourn**