**IEEE P3400 Working Group Meeting  
Approved Minutes  
16 February 2023**

**2100 – 2240 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**

The date for the June meeting in Section 9 Future Meetings was corrected.

Moved by Joseph Levy, seconded by David Michel 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 19 January Meeting Minutes.**

The minutes of the 19 January Meeting were reviewed.

A correction was made to the Affiliation of one of the attendees.

Moved by Austin Johnson, seconded by Heribert Schorn that the modified minutes be approved.

The minutes were approved by unanimous consent.

1. **Chairs Comments Robby Robson (WG Chair)**

* The Chair reported that he had consulted with the IEEE about the requirements about collaboration with INCITS. The recommendation is that once the draft is completed, a formal sharing agreement would be requested. Any copyright permissions will also be identified once the draft is completed.
* The Chair reported that the Sub-groups continue to make good progress.
* The Chair proposed that when the WG starts reviewing the draft, a comment resolution process tracked in a spreadsheet is used. The process may not require a formal debriefing process.
* WG members should reach out and encourage WG members to attend the WG Meetings as the more eyes there are on an issue the better the chance to reach the best consensus possible.
* If consensus can’t be reached, the issue may be referred to the relevant Sub-group.

1. Technical Editors Report (Annette Reilly)

See presentation on iMeet. <https://ieee-sa.imeetcentral.com/p/aQAAAAAFBB7q>

1. Draft Standard - WG Members should note particularly:

* Submissions from Sub-groups should be added to the folders in iMeet <https://ieee-sa.imeetcentral.com/p3400/folder/WzIwLDE0NjE0NDE0XQ> (Standards Development/Draft Standards/Subgroup drafts
* All contributions must include the copyright statement on the template in iMeet <https://ieee-sa.imeetcentral.com/p/aQAAAAAFBAOs>
* Subgroup Drafts to be added to the folders by March 4.
* Amendments to the Sub-group submissions:
  + Download and lock the submission.
  + Make edits in word.
  + Upload the new version using exactly the same file name – iMeet will manage the versioning and archiving.
* March 16 Meeting will include a walkthrough of the amalgamated draft.
* Meaning of verbs:
  + Imperative or shall= a requirement, needed to claim conformance to the standard.
  + Should= a recommended approach.
  + May= a permissible choice among other choices.
  + Can= a possibility.
* Disallowed verbs:
  + Must, will, need to, have to: use shall instead.
  + Might, could: hypothetical choices. Use may and can instead.
  + May not: can be confused with a prohibition. Reword.

1. **Related activities**

* INCITS is the US Mirror group for ISO/JTC1 Information Technology. INCITS/Inclusive Terminology was established to develop an INCITS standard on Inclusive Terminology. The TC will also have the responsibility of preparing updates to the INCITS Inclusive Terminology Guidelines that will be submitted for Executive Board consideration and approval. The Inclusive Terminology standard developed by this TC will be available to the public at no cost, to maximize awareness and adoption. The Executive Board endorses, in principle, the collaboration with other SDOs and organizations in the development of inclusive terminology standards and authorizes the TC to explore opportunities for collaboration and to bring specific proposals to the Executive Board for consideration.
* The IEEE has agreements many countries to adopt IEEE standards.

1. **Sub-group updates**
   1. Sources and Definitions – Joseph Levey.

* The Sub-group has not met since the last WG Meeting.
* Once the drafts review documents to identify if there are additional definitions required.
* At the request of the Processes Sub-group, definitions for were for *term, deprecated term, offensive term* to assist with drafting.
  1. Processes – Steve Klecker
* The draft has made good progress since the last WG Meeting and is about 85-95% complete.
* The document is on iMeet – comments welcome.
  1. Principles – Austin Johnson
* The WG were asked to comment on whether principle (2) about minimizing the use of acronyms and jargon should be retained or if this could be covered in the introduction about clear technical writing.
* After discussion and comments in the chat, it was recommended the clause be retained and some rewording was required.
* The comment in the introduction about clear technical writing will be retained.
* The Sub-group sought advice on the wording of the principle currently referring to connotative language. The WG recommended the following wording be used: *avoid exclusionary and discriminatory connotations.*
* There was discussion about whether “principles” was the best term to refer to the intention of the clause. The WG agreed to review, if necessary once the Draft Standard has been completed.
  1. Candidate Terms and Language – Heribert Schorn.
* There has been a quick meeting to consider an additional term.
* There is a spreadsheet that contains the work by the Sub-group which should be ready for the 4 March target date.

1. **Future Meetings** 
   1. 16 March 20.00 UTC (16h00 EDT, 20h00 GMT, 06h00 + 1 AEST) to 22.00 UTC.
   2. 20 April 20.00 UTC (16h00 EDT, 21h00 BST, 06h00 + 1 AEST) to 22.00 UTC.
   3. 18 May 20.00 UTC (16h00 EDT, 21h00 BST, 06h00 + 1 AEST) to 22.00 UTC.
   4. 15 June 20.00 UTC (16h00 EDT, 21h00 BST, 06h00 + 1 AEST) to 22.30 UTC.
2. **Adjourn.**

**The Chair adjourned the meeting at 22:40 UTC.**

**Attendees:**

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| Name | Affiliation |
| Kerry Blinco | Self |
| Jodi Haasz | IEEE Staff |
| Edward Harrison | Anritsu |
| Austin Johnson | Eaton Corporation |
| Steve Klecker | MidAmerican |
| Joseph Levy | Interdigital |
| David Michel | Self |
| Anette Reilly | Myself |
| Denis Reilly | Equinix |
| Robby Robson | Eduworks Corporation |
| Heribert Schorn | Institute for International Product Safety GmbH |
| Laura Schweitz | Turck |
| Caroline Treuthardt | Underwriters Laboratories. |