**IEEE P3400 Working Group Meeting
Approved Agenda
Thursday 22 June 2023**

**2000 – 2230 UTC**

**Remote Meeting Information:**

Meeting Link - <https://ieeesa.webex.com/ieeesa/j.php?MTID=mbd9ad9058d2e68963fe29366b9537a1a>

Meeting number (access code): 2343 944 3988

Meeting password: cX274J3vKen

Global Call-in Numbers:

<https://ieeesa.webex.com/ieeesa/globalcallin.php?MTID=m6e8a194167dd5f8236725a4a6ccd9936>

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 18 May Meeting** <https://ieee-sa.imeetcentral.com/p/aQAAAAAFC9E7>
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 Draft Standard** – Annette Reilly

Draft Standard (latest version) <https://ieee-sa.imeetcentral.com/p/aQAAAAAFDCHA>

Comment Resolution Spreadsheet <https://ieee-sa.imeetcentral.com/p/aQAAAAAFDBPj>

1. **Vote on sending the draft to Ballot**

**Draft Motion (Place holder – for review).** The P3400 Working Group approves the Draft P3400 Standard (D1.2 Version 3 dated 6 June 2023), and requests the Strategic and Emerging Standards Committee approves the Draft P3400 Standard (D1.2 Version 3 dated 6 June 2023) to go to Standards Association Ballot.

1. **Presentation on Balloting Process –** Jodie Haasz IEEE Staff
2. **Formation of Ballot Comment Resolution Group**
3. **Future Meetings**.
4. **Adjourn**