**IEEE P3400 Working Group Meeting  
Draft Agenda  
Thursday 17 August 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 22 June Meeting** https://sagroups.ieee.org/3400/wp-content/uploads/sites/506/2023/06/IEEE-P3400-Draft-Minutes-for-meeting-22-June-2023.docx
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. **Status Update** – Robby Robson WG Chair
7. **Presentation of outcome of Mandatory Editorial Coordination** – Technical Editor Annette Reilly

<https://ieee-sa.imeetcentral.com/p/aQAAAAAFDx_t>

1. **Formation of Ballot Comment Resolution Group**
2. **Future Meetings**.
3. **Adjourn**