**IEEE P3400 Working Group Meeting
Draft Minutes
17 August 2023**

**2000 – 2112 UTC
Remote by Webex**

*Meeting Minutes recorded by Kerry Blinco (WG Secretary)*

1. **Call to Order**

The meeting was called to order at 20.10 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**

Moved by Clint Chaplin, seconded by Don Wright that the agenda be approved.

The agenda was approved by unanimous consent.

1. **Approval of the 22 June Meeting Minutes.**

The minutes of the 18 May Meeting were reviewed.

Moved by Clint Chaplin, seconded by Don Wright that the minutes be approved.

The minutes were 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. **Status update. Robby Robson, WG Chair**
* The balloting group invitation closed on 4 August.
* 93 people accepted the invitation to join the balloting group.
* The group is quite diverse.
* It is likely that there will be many comments to be resolved.
* Mandatory Editorial Coordination requested several changes, including minor editorial changes and changes requested by the legal reviewer.
* An individual can check if they are part of the balloting group in myProject.
1. **Presentation of outcome of Mandatory Editorial Coordination (MEC)** – Technical Editor Annette Reilly
* A copy of the latest version of the draft with changes marked up is on iMeet: <https://ieee-sa.imeetcentral.com/p/aQAAAAAFDx_t>
* Comments made in MEC were reviewed.
* Editorial requested 1 change.
* Legal requested several changes.
* A response to the comments was prepared, with explanations about the reasons for each response.
* As some of the legal comments were rejected, a meeting was held with the IEEE Intellectual Property lead. All comments were resolved.
* The changes made to the document were considered editorial and did not require approval by the WG.
* The change made to the deprecated terms list (removing the explanation column and replacing the column with a reference to the related in clause 4.2) changed the presentation but did not change the information conveyed.
* The ballot will be initiated after this meeting.
* The ballot will close on September 17. The public comment period will close on October 17.
1. **Formation of the ballot Comment Resolution Group (CRG).**
* The chair called for volunteers from the meeting to participate in the CRG.
* Volunteers were:

Annette Reilly (Technical Editor) to act as Chair.

Robby Robson (WG Chair)

Austin Johnson

Caroline Treuthardt

David Michel

Don Wright

Kerry Blinco

Mallory Knodel

Steve Klecker

* The chair will also approach the chairs of the Sub-groups not at the meeting (Sources and Definitions - Joseph Levy, Candidate Terms Eeshita Grover, and Processes - Brittany Chapman).
* The CRG will determine how to manage resolution of comments once the ballot is closed, and the number and nature of comments is known.
* If the CRG cannot be agree on a recommended resolution for a ballot comment, the comment will be referred to the WG.
* Resolution of ballot comments, and updated draft of the standard will be approved by the WG.

Moved by Heribert Schorn, seconded by David Michel that the ballot Comment Resolution Group be formed, and membership approved.

The motion was approved by unanimous consent.

1. **Future Meetings**
* The first meeting of the CRG will be held on 21 September 20.00 UTC (16h00 EDT, 21h00 BST, 06h00 + 1 AEST) to 22.30 UTC. Secretary to send invitation to the CRG and Jodi Haasz.
* The Working Group will next meet after the CRG has made recommendations on ballot comment resolutions.
1. **Adjourn.**

**The Chair adjourned the meeting at 21:12 UTC.**

**Attendees:**

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| Name | Affiliation |
| Ruby Annette | Self |
| Kerry Blinco | Self |
| Clint Chaplin | Self |
| Jodi Haasz | IEEE Staff |
| Austin Johnson | Eaton |
| Steve Klecker | Self |
| Mallory Knodel | Center for Democracy & Technology |
| David Michel | Self |
| Annette Reilly | Self |
| Robby Robson | Eduworks Corporation |
| Sam Sambasivan | AT&T |
| Heribert Schorn | Institute for International Product Safety GmbH |
| Caroline Treuthardt | UL Standards & Engagement |
| Don Wright  | Apple |