**IEEE P3400 Working Group Meeting
Draft Agenda
Thursday 18 January 2024**

**2100 – 2330 UTC**

**Remote Meeting Information:**

Meeting Link - https://ieeesa.webex.com/ieeesa/j.php?MTID=m54fa8c13e4457d086a08db2ba48d4a14

Meeting number (access code): 2347 830 8418

Meeting password: ZVjSrmwg453

Global Call-in Numbers:

[https://ieeesa.webex.com/webappng/sites/ieeesa/meeting/info/c07b63a87c154e868b7024631f8db6d1\_20240118T210000Z#](https://ieeesa.webex.com/webappng/sites/ieeesa/meeting/info/c07b63a87c154e868b7024631f8db6d1_20240118T210000Z)

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 August** https://sagroups.ieee.org/3400/wp-content/uploads/sites/506/2023/08/IEEE-P3400-Draft-Minutes-for-meeting-17-August-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. **Chairs comments** – Robby Robson WG Chair
7. **Outcome of Ballot Comment Resolution Process** – Technical Editor Annette Reilly

Proposed Ballot Comment Resolution: <https://ieee-sa.imeetcentral.com/p/aQAAAAAFFZBd>

Edited version of standard (clean) <https://ieee-sa.imeetcentral.com/p/aQAAAAAFFAnX>

Edited version of standard (with markup) https://ieee-sa.imeetcentral.com/p/aQAAAAAFEoOS

1. **Vote on approving Comments Resolutions.**
2. **Vote on recirculation of the revised draft for balloting.**
3. **Future Meetings**.
4. **Adjourn**