**IEEE P3400 Working Group Meeting
Draft Agenda
Thursday 4 April 2024**

**2000 – 2230 UTC**

**Remote Meeting Information:**

Meeting Link - https://ieeesa.webex.com/ieeesa/j.php?MTID=mf81b4734dfce24979d716cda26bc53ed

Meeting number (access code): 2346 891 0386

Meeting password: ZVjSrmwg453

Global Call-in Numbers:

https://ieeesa.webex.com/ieeesa/globalcallin.php?MTID=mf8b674634544b8afb3ca24ece58aee51

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 January** https://sagroups.ieee.org/3400/wp-content/uploads/sites/506/2024/01/IEEE-P3400-Draft-Minutes-for-meeting-18-January-2024.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. **Chair’s comments** and **Update on PAR Change request** – Robby Robson
7. **Technical Editor’s report -** Annette Reilly

**Vote on approving amended Comment Resolutions.** <https://ieee-sa.imeetcentral.com/p3400/folder/WzIwLDE3MzI2NTI5XQ/WzIsODU1NDQxMzNd>)

1. **Future Meetings**.
	1. Thursday 9 May 20.00 – 22.30 UTC ((16h00 EDT, 21h00 BST, 06h00 + 1 AEST)
2. **Adjourn**