**IEEE P3400 Working Group Meeting
Draft Minutes
4 April 2024**

**2000 – 2036 UTC
Remote by Webex**

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

1. **Call to Order**

The meeting was called to order at 20.00UTC 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 Baw Chng that the agenda be approved.

The agenda was approved by unanimous consent.

1. **Approval of the 18 January Meeting Minutes.**

The minutes of the 18 January Meeting were reviewed.

Moved by Heribert Schorn, seconded by Annette Reilly 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. **Chair’s comments. Robby Robson, WG Chair**
* The change to the PAR has been approved by NESCOM and is now in place.
1. **Technical Editors Report** – Technical Editor Annette Reilly

The Technical Editor presented an updated overview of the Ballot outcomes and the changes to the Ballot Comments Resolutions because of the update to the PAR.

The presentation is available on iMeet <https://ieee-sa.imeetcentral.com/p/aQAAAAAFGaqC>

1. **Updated Ballot Comments Resolutions**

Moved by Annette Reilly, seconded by Joseph Levy that the P3400 Working Group approves the updates to the Ballot Comments Resolutions because of the updates to the PAR.

1. **Recirculation Ballot**

The Recirculation Ballot was approved at the 18 January Meeting. WG Chair to initiate the Recirculation Ballot as soon as possible.

1. **Future Meetings**

A meeting is tentatively scheduled for:

* 9 May 20.00 UTC (16h00 EDT, 21h00 BST, 06h00 + 1 AEST) to 22.30 UTC (after close of recirculation ballot.

Other meetings to be scheduled at the 9 May meeting, depending on the result of the Recirculation Ballot.

1. **Adjourn.**

**The Chair adjourned the meeting at 20:36UTC.**

**Attendees:**

|  |  |
| --- | --- |
| Name | Affiliation |
| Kerry Blinco | Self |
| Clint Chaplin | Self |
| Baw Chng | BAWMAN LLC |
| Stacey Della Valle | Nokia |
| Heiko Erenberg | GOPEL Electronics |
| James Formea | Eaton Corporation |
| James Gilb | General Atomics Aeronautical Inc |
| Austin Johnson | Eaton |
| Steve Klecker | Self |
| Mallory Knodel | Center for Democracy & Technology |
| Joseph Levy | InterDigital Inc |
| Usha Mohan | Self |
| Erica Morales | Staff |
| Cam Possani | 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 |