**IEEE P3400 Working Group Meeting  
Draft Agenda  
Thursday 16 May 2024**

**2000 – 2230 UTC**

**Remote Meeting Information:**

Meeting Link - <https://ieeesa.webex.com/ieeesa/j.php?MTID=m091e4723bc23ec6b084d96675ddee192>

Meeting number (access code): 2334 900 1554

Meeting password: ZVjSrmwg453

Global Call-in Numbers: <https://ieeesa.webex.com/ieeesa/globalcallin.php?MTID=mf8d5c9c4501876b1a059f0f8872436d4>

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. **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>
5. **Approval of the minutes of the 4 April 2024 meeting**: <https://sagroups.ieee.org/3400/wp-content/uploads/sites/506/2024/04/IEEE-P3400-Draft-Minutes-for-meeting-4-april-2024.docx>
6. **Chairs comments** – Robby Robson WG Chair
7. **Technical Editors’ report** – Annette Reilly
8. **Next Steps**
9. **Future Meetings**.
10. **Adjourn**