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| No.  | **DM2C2-1-N0001** |
| Title: | The 1st DM2C2 Working Group (3404 WG) Meeting |
| Date/Place: | December 14th, 2023, WINSHARE CONFERENCE CENTER, Chengdu, China |
| Host: | Yue Yu (Chair) |

**Meeting Minutes of the 1st DM2C2 Working Group (3404 WG) Plenary Meeting**

*Meeting Minutes recorded by: Ms. Xiaoxu Luan*

**Call to Order**

The meeting was called to order at 14:00 by the Working Group Chair, Yue Yu. A quorum was established. A list of attendees (name, affiliation, and voting status) was attached.

1. **Approval of the Agenda**

***Motion to approve the meeting agenda.*** (Mover: Guangping Huang; Second: Yu Sun) The agenda was unanimously approved as presented without objection.

1. **IEEE-SA patent & Copyright & Individual Participant Behavior Policy statement:**

Call for patents: The call for patents was issued. There were no questions or concerns.

Copyright Policy: The copyright policy was presented. There were no questions or concerns.

Participant Behavior Policy: The individual participant behavior policy was presented. There were no questions or concerns.

1. **Approval of the Process& Procedures (P&P)**

***Motion to approve the P&P policy***. (Mover: Yehong Zhang Second: Chuxuan Zeng). Xiaoxu Luan introduced the *Policies and Procedures for: Working Groups Sponsored by Data Compression Standard Committee-for Individual.* After discussion, all members agreed to use this version as the on-going P&P document of 3404 Working Group without modification.

1. **Appointment of Officers**

The chair of P3404, Yue Yu appointed Guangping Huang as the vice chair, Yehong Zhang as the secretary.

1. **Discussion on the project working plan**

Dr. Yehong Zhang gave a brief introduction of the current result and the draft working plan. All attendees discussed the topic.

1. **Approval of the meeting minutes**

***Motion to approve the minutes.*** (Mover: Yinping Ma; Second: Rongwei Yang) The meeting minutes were unanimously approved without objection.

1. **Future Working Group Meetings**The next meeting is scheduled at the end of March. The specific date and time will be distributed on the website 1 month in advance.
2. **Adjourn**

Attachment

Annex 1: Meeting agenda

Annex 2: Attendance list

Annex 1:

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| **Date:** December 14, 2023, from 14:00 Beijing Time**Venue:** WINSHARE CONFERENCE CENTER, No.238, Sanse Road, Jinjiang District, Chengdu, China |
| 1 | Agenda Approval | Yue Yu |
| 2 | IEEE-SA patent & Copyright & Individual Participant Behavior Policy statement | Xiaoxu Luan |
| 3 | Approval of the Policies & Procedures | Xiaoxu Luan |
| 4 | Appointment of Officers | Yue Yu |
| 5 | Discussion on the project working plan | Yue Yu |
| 6 | Approval of Meeting Minutes | Xiaoxu Luan |
| 7 | Next Meeting | Yue Yu |

**The 1st IEEE C/DC DM2C2 Working Group (3404 WG) Plenary Meeting Agenda**

Annex 2:

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| **Working Group Name (3366 WG)Standards Committee Name** |
| **Role Legend** | **V = Voting Member** |
| **P = Non-voting Member**  |
| **O = Non-Member/Observer** |
| **Date (Dec 14th, 2023)Chengdu, CN** |
| **No** | **Last Name** | **First Name** | **Affiliation** | **E-mail** | **Role** | **Officer** | **Quroum - 19/19** |
| 1 | Yu | Yue | Peng Cheng Lab | yuy@pcl.ac.cn | V | Chair | Y |
| 2 | Huang | Guangping | ZTE Corporation | huang.guangping@zte.com.cn | V | Vice Chair | Y |
| 3 | Zhang | Yehong | Peng Cheng Lab | zhangyh02@pcl.ac.cn | V | Secretary | Y |
| 4 | Luan | Xiaoxu | Peng Cheng Lab | luanxx@pcl.ac.cn | V |  | Y |
| 5 | Liang | Teng | Peng Cheng Lab | liangt@pcl.ac.cn | V |  | Y |
| 6 | Mu | Xin | Peng Cheng Lab | mux@pcl.ac.cn | V |  | Y |
| 7 | Xv | Chunxiang | Peng Cheng Lab | xuchx@pcl.ac.cn | V |  | Y |
| 8 | Yang | Rongwei | Peng Cheng Lab | yangrw@pcl.ac.cn | V |  | Y |
| 9 | Sun | Yu | Peng Cheng Lab | suny@pcl.ac.cn | V |  | Y |
| 10 | Yang | Xiaozhen | Peng Cheng Lab | yangxzh@pcl.ac.cn | V |  | Y |
| 11 | Wang | Zhuoyao | Peng Cheng Lab | wangzhy01@pcl.ac.cn | V |  | Y |
| 12 | Zhu | Zhengyuan | Peng Cheng Lab | zhuzhy@pcl.ac.cn | V |  | Y |
| 13 | Ma | Yinping | Peking University | mayinping@pku.edu.cn | V |  | Y |
| 14 | Xiao | Jun | Peking University |  | V |  | Y |
| 15 | Shang | Qiuyan | Peking University |  | V |  | Y |
| 16 | Zeng | Chuxvan | China Unicom | zengchuxuan@chinaunicom.cn | V |  | Y |
| 17 | Liu | Ying | China Unicom | liuy619@chinaunicom.cn | V |  | Y |
| 18 | Han | Mengyao | China Unicom | hanmy12@chinaunicom.cn | V |  | Y |
| 19 | Wang | Xiong | HUST | xiongwang@hust.edu.cn | V |  | Y |