IEEE P4006 Working Group
Meeting Minutes
18 OCTOBER 2021
WG Chair: Roger Oliva
WG Secretary: Paolo de Matthaeis

1. Call to Order:

   a. *The chair called to order at 10:16 AM (EDT) and welcomes everybody*

2. Roll Call and Affiliation

   a. *The chair performed a roll call on participants affiliation. All participants provided their affiliation.*

   b. *There was a total of 18 members plus the IEEE SA Program Manager in attendance.*
   Meeting participants:

Roger Oliva (Zenithal Blue technologies / ESA / IEEE)	Paolo de Matthaeis (IEEE GRSS)
Ryo Natsuaki (The University of Tokyo)	Beau Backus (NOAA/NESDIS, JHU APL)
Tobias Bollian (DLR)	Kaushal Buch (Giant Metrewave Radio Telescope, NCRA-TIFR)
Raúl Díez-García (ESA)	Stephen English (ECMWF)
Dazhen Gu (NIST)	Yan Huang (Southeast University)
Siri Jodha Khalsa (GRSS Standards Committee)	Dan Kuester (NIST)
Deepak Kumar (Amity University)	Hui Lui (Tsinghua University)
Priscilla Mohammed (Morgan State University, NASA)	Hugh Roarty (IEEE)
Yan Soldo (European Space Agency)	Mingliang Tao (Northwestern Polytechnical University)
Vanessa Lalitte (IEEE SA - Staff)	

3. Approval of agenda

   a. *The WG Chair introduced the agenda and called for motion to approve it.*

      i. *Beau Backus made the motion to approve the agenda as introduced.*

        ii.   Raúl Díez-García seconded the motion.

        iii. The motion passed without opposition.

4. Approval of previous meeting minutes

   a. *The WG secretary presented the minutes of the previous meeting.*

   b. *The WG chair requested an editorial correction on the list of participants.*

   c. *The WG Chair called for motion to approve the previous meeting minutes*

       i.   Deepak Kumar made the motion to approve the agenda with the requested change.

       ii. Tobias Bollian seconded the motion.

       iii. The motion passed without opposition.

5. IEEE Patent Policy

   a. *WG Chair presented the IEEE slides and made a made a call for potentially essential patents; no one raised concerns for consideration.*

6. IEEE Copyright Policy

   a. *The copyright policy was presented. There were no questions or concerns.*

7. Appointment of new Vice Chair

   a. *The WG chair proposed Ryo Natsuaki as new Vice Chair and introduced him.*

   b. *The WG Chair called for motion to appoint Ryo Natsuaki as new Vice Chair.*

   c. *Tobias Bollian made the motion to appoint Ryo Natsuaki as new Vice Chair.*

   d. *Siri Jodha Khalsa seconded the motion.*

   e. *The motion passed without opposition.*

8. Technical Discussion

   a. *The WG chair introduced the discussion on changing the scope of the WG to include ground-based sensors*

   b. *The WG chair requested the Scope, Purpose and Definitions SG chair Raúl Díez-García to report on the SG progress.*

   c. *The Scope, Purpose and Definitions SG chair presented the outcome of two SG meetings:*

       i.   An alternative text for the Scope section of the standard was proposed to replace the current version in the PAR.

       ii. The SG discussed implications of including terrestrial-based instrument:

           • *different geometry of observation would need to be considered*

- *whether clutter should be considered RFI*

d. *No motion was proposed to change the scope of the WG.*

e. *The WG chair requested the Outline SG chair Beau Backus to report on the SG progress.*

f. *The Outline SG chair presented the latest version of the outline agreed at the Outline SG meeting.*

g. *Stephen English proposed to add to the outline document a discussion on the various metrics used to measure RFI and the difference between them.*

9. Any Other Business

a. *The WG chair asked Stephen English to introduce the upcoming RFI 2022 Workshop.*

10. Next meeting--date and location

a. *The WG chair suggested to hold one more virtual meeting on December 13, 2021, and will send a confirmation of date and time.*

11. Adjournment

a. *The WG Chair adjourned the meeting at 11:14 AM (EDT)*
b. *Minutes submitted by: Paolo de Matthaeis*