

IEEE P4006 Working Group
 Meeting Minutes
 20 MARCH 2023
 WG Chair: Roger Oliva
 WG Secretary: Ryo Natsuaki

1. Call to Order:

a. *The chair called to order at 9:02 (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 13 participants in attendance.*

Meeting participants:

Roger Oliva (Zenithal Blue technologies / ESA / IEEE)	Paolo de Matthaëis (IEEE GRSS)
Ryo Natsuaki (The University of Tokyo)	Nairit Barkataki (Gauhati University)
Beau Backus (NOAA/NESDIS, JHU APL)	Kaushal Buch (GMRT, NCRA-TIFR)
Adriano Camps (Universitat Politecnica de Catalunya)	Raúl Díez-García (Telespazio UK/ESA)
Yan Huang (Southeast University)	Deepak Kumar (Amity University Uttar Pradesh)
Hui Lu (Tsinghua University)	Priscilla Mohammed (Morgan State University)
Mingliang Tao (Northwestern Polytechnical University)	Adrian Perez Portero (Universitat Politecnica de Catalunya)

3. Approval of agenda

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

i. *Ryo Natsuaki made the motion to approve the agenda as presented.*

ii. *Deepak Kumar 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 called for motion to approve the previous meeting minutes as presented.*

i. *Raúl Díez-García made the motion to approve the agenda.*

ii. *Hui Lu seconded the motion.*

iii. The motion passed without opposition.

5. IEEE Patent Policy

- a. WG Chair presented the IEEE slides and made a call for potentially essential patents; no one raised concerns for consideration.*
- b. WG Chair presented the copyright policy as well. There was no question or comment.*

6. Technical Discussion

- a. Raúl Díez-García showed the latest outline of the standard on the screen and reviewed the changes recently made, starting with Section 5 until Subsection 5.2.2.1 excluded.*
- b. Beau Backus showed some slides on the suggested methodology for the development of the P4006 Standard*
- c. It was proposed to approve the text of the outline that was discussed.*
 - i. Raúl Díez-García made the motion to approve the text.*
 - ii. Beau Backus seconded the motion.*
 - iii. The motion passed without opposition.*

7. Unfinished Business

- a. The WG noted that he and the WG Chair attended a meeting of the Coordination Group on Meteorological satellites (CGMS) on December 13, 2022, to present the development of the standard and discuss potential common activities*
- b. The WG Chair will report on this CGMS meeting at the next WG meeting.*

8. New Business

- a. None*

9. Next meeting--date and location

- a. The WG chair suggested to hold the next virtual meeting on April 18 2023.*

10. Adjournment

- a. The WG Chair called for a motion to end the meeting.*
- b. The motion passed without opposition. The WG Chair adjourned the meeting at 10:17 (EDT).*
- c. Minutes submitted by: Paolo de Matthaëis*