**IEEE P7002 Working Group Meeting  
 Minutes** **15 August 2019 /12:00 P.M. – 1:30 P.M. EDT   
Teleconference***Meeting Minutes recorded by Bob Donaldson, Working Group Secretary*

1. **Call to Order**Meeting started at 12:20 Eastern Time.  Called to order by Matthew Silveira, Working Group Chair. A quorum was established.
2. **Roll call and** [**Disclosure of Affiliation**](http://standards.ieee.org/faqs/affiliation.html)  
   Disclosure and Affiliation Statements completed by 12:25pm Eastern
3. **IEEE Patent Policy (**[**Call for Patents**](https://development.standards.ieee.org/myproject/Public/mytools/mob/slideset.ppt)**)** 
   1. The call for patents was raised; no one raised any concerns or any comments for consideration.
4. **Approval of Agenda**

***Motion to approve the meeting agenda.*** Moved by Randy Rannow and seconded by Jonathan Fox. Agenda approved with no objections.

1. **Approval of December Meeting Minutes  
   *Motion to approve the March 2019 Meeting Minutes.***  By Brian Page and seconded by Randy Rannow. The July 2019 meeting minutes were approved as submitted without objection.
2. **Chair Update:**
   1. Timeline review ([Timeline Presentation](https://ieee-sa.imeetcentral.com/7002/folder/WzIwLDEyMDkwNDk5XQ/WzIsNjU3NTE0OTVd/))
      1. Sections 5,6,7,8 complete by end of August.
      2. Comments close on these sections by September 30, 2019
      3. Draft complete October 30, 2019
      4. Balloting starts November 15, 2019
3. **Vice Chair update:** 
   1. None
4. **Technical Editor Update:**
   1. Weekly cadence for the writing subgroup starting August 28, 2019
5. **Secretary Update:**
   1. None
6. **New Business:**
   1. Suggested that P7002 outreach to the other groups.
7. **Future Meetings and Meeting Times**
   1. 19 September, 12:00 PM – 1:30 PM (EDT)
   2. 17 October, 12:00 PM – 1:30 PM (EDT)
   3. 21 November, 12:00 PM – 1:30 PM (EDT)
   4. 19 December, 12:00 PM – 1:30 PM (EDT)
8. **Adjourn  
   *Motion to adjourn the meeting.*** The meeting was adjourned at 12:40 PM (EDT) without objection. Moved by Randy Rannow and seconded by Guy Cohen

**Attendees**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Last Name** | **Affiliation** | **Role Last Meeting** | **Role This Meeting** | **Officer** |  | **Yes 14/19** |
| Bardusch | CoSysCo | V | V |  |  | V |
| Chiozzi | Self | NVM | V |  |  | V |
| Cohen | Privitar | V | V |  |  | V |
| Donaldson | BMRiLLC | V | V | Secretary |  | V |
| Fox | Cisco | V | V |  |  | V |
| Friedman | Self | V | V |  |  | V |
| Hailey | VHG | V | V |  |  | V |
| McIntosh | Self | V | V |  |  | V |
| Page | Genband | V | V |  |  | V |
| Ramlal | Ontario Ministry of Attorney General. Innovation Office | V | V |  |  | V |
| Rannow | Silverdraft Supercomputing | V | V |  |  | V |
| Schoeneich | Intel Corporation | V | V |  |  | V |
| Silveira | Objective Business Solutions, Inc. | V | V | Chair |  | V |
| Tibodeau |  | X | NVM |  |  | NV |
| Valani | Security Compass | NVM | V |  |  | V |