**IEEE P7002 Working Group Meeting
Draft Minutes** **20 February 2019 /12:00 P.M. – 1:00 P.M. EDT
Teleconference***Meeting Minutes recorded by Bob Donaldson, Working Group Secretary*

1. **Call to Order**Meeting started at 12:05 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 12:10pm 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. **IEEE SA Copyright (**[**IEEE SA Copyright Policy**](https://standards.ieee.org/content/dam/ieee-standards/standards/web/documents/other/copyright-policy-WG-meetings.potx)**)**
	1. **Additional Copyright Guidance**
		1. Christy Bahn reviewed the current IEEE SA Copyright policy
		2. Please consider reviewing this additional information regarding the IEE copyright policy. [Copyright Policy PowerPoint](https://standards.ieee.org/content/dam/ieee-standards/standards/web/documents/other/copyright-policy-participants.potx)
5. **Approval of Agenda**

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

1. **Approval of January Meeting Minutes
*Motion to approve the January 2020 Meeting Minutes.***  By Ted Bardusch seconded by Bob Donaldson. The January 2020 meeting minutes were approved as submitted without objection.
2. **Chair Update:**
	1. Reminder to all members to be careful how the P7002 id discussed and presented
		1. The Title cannot be called out
		2. Cannot represent the IEEE in any discussions
		3. Cannot discuss the standard
	2. Reminder to join the IEEE SA to be able to vote on the standard during the balloting process.
3. **Vice Chair update:**
	1. None
4. **Technical Editor Update:**
	1. The drafting subgroup has completed the draft.
	2. The draft will be accessible to the voting members of the Working Group.
5. **Secretary Update:**
	1. All current voting members will be identified in the minutes. See below.
6. **New Business:**
	1. None
7. **Future Meetings and Meeting Times**
	1. March 19 - 12:00 PM – 1:00 PM (EDT)
	2. April 16 - 12:00 PM – 1:00 PM (EDT)
	3. May 21 - 12:00 PM – 1:00 PM (EDT)
	4. June 18 - 12:00 PM – 1:00 PM (EDT)
8. ***Motion to adjourn the meeting.*** The meeting was adjourned at 12:36 PM (EDT) without objection. Moved by John Wunderlich and seconded by Guy Cohen.

**Attendees**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Meeting date** |  |  |  |  |  | **3/19/2020** | **2/20/2020** |
| **Meeting attendance** |  |  | **2/20/2020** | **3/19/2020** |  |  |  |
|  |  | **Voting Member Count** | 16 | 16 |  |  |  |
| **First Name** | **Last Name** | **Affiliation** | **Role Last Meeting** | **Role This Meeting** | **Officer** |  | **Yes10/16** |
| Ted | Bardusch | CoSysCo | V | V |  |  | x |
| Kaitlin | Boeckl | NIST | V | V |  |  | x |
| Diego | Chiozzi | Self | V | V |  |  | x |
| Guy | Cohen | Privitar | V | V |  |  | x |
| Bob | Donaldson | BMRiLLC | V | V | Secretary |  | x |
| Jonathan | Fox | Cisco | V | V |  |  | x |
| Naomi | Lefkovitz | NIST | V | V |  |  | x |
| Brian | Page | Genband | V | V |  |  | x |
| Denise | Schoeneich | Intel Corporation | V | V |  |  | x |
| Matt | Silveira | Objective Business Solutions, Inc. | V | V | Chair |  | x |
| John | Wunderlich | Self | NVM | V | Vice-Chair |  | x |

**Voting members for the Meeting of March 19 and April 16, 2020.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting date** |  |  |  |
| **Meeting attendance** |  |  | **3/19/2020** |
|  |  | **Voting Member Count** | **16** |
| **First Name** | **Last Name** | **Affiliation** | **Role This Meeting** |
| Ted | Bardusch | CoSysCo | V |
| Kaitlin | Boeckl | NIST | V |
| Diego | Chiozzi | Self | V |
| Guy | Cohen | Privitar | V |
| Bob | Donaldson | BMRiLLC | V |
| Jonathan | Fox | Cisco | V |
| Dan | Friedman | Self | V |
| Vicky | Hailey | VHG | V |
| Naomi | Lefkovitz | NIST | V |
| Zvikomborero | Murahwi | ICT | V |
| Brian | Page | Genband | V |
| Babita | Ramlal | Ontario Ministry of Attorney General. Innovation Office | V |
| Randy  | Rannow | Silverdraft Supercomputing | V |
| Denise | Schoeneich | Intel Corporation | V |
| Matt | Silveira | Objective Business Solutions, Inc. | V |
| John | Wunderlich | Self | V |