**IEEE P7002 Working Group Meeting
Draft Minutes** **21 May 2020 /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 12:04 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. Matt Silveiria 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 Brian Page and seconded by Ted Bardusch. Agenda approved with no objections.

1. **Approval of April Meeting Minutes
*Motion to approve the April 2020 Meeting Minutes.***  By Brian Page seconded by John Wunderlich. The April 2020 meeting minutes were approved as submitted without objection.
2. **Chair Update:**
	1. 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. Looking to engaging the working sub-group to review, and action the submitted suggestions and create the amended draft for working group review and vote.
5. **Secretary Update:**
	1. None.
6. **New Business:**
	1. A formal vote to advance the standard to the IEEE review and approval process will be taken as part of the June 21st meeting. Note only voting members of the P7002 group will be allowed to vote on the 21st. See below for the list of voting members as of the June 21st meeting.
	2. A copy of the current draft is [here](https://ieee-sa.imeetcentral.com/7002/folder/WzIwLDEyNzMwODgyXQ/WzIsNjgyNDgzNjVd/).
7. **Future Meetings and Meeting Times**
	1. June 18 - 12:00 PM – 1:00 PM (EDT)
	2. July 16 - 12:00 PM – 1:00 PM (EDT)
	3. August 20 - 12:00 PM – 1:00 PM (EDT)
	4. September 17 - 12:00 PM – 1:00 PM (EDT)
	5. October 15 - 12:00 PM – 1:00 PM (EDT)
	6. November 19 - 12:00 PM – 1:00 PM (EDT)
	7. December 17 - 12:00 PM – 1:00 PM (EDT)
8. ***Motion to adjourn the meeting.*** The meeting was adjourned at 12:33 PM (EDT) without objection. Moved by Johnathan Fox and seconded by John Wunderlich.

**Voting members for the June 21st meeting.**

|  |  |  |  |
| --- | --- | --- | --- |
| **First Name** | **Last Name** | **Affiliation** | **Voting members for the June 21st 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 |
| Vicky | Hailey | VHG | V |
| Dennis | Holstein | OPUS Consulting Group | V |
| Naomi | Lefkovitz | NIST | 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 |

**Attendees at the May 21st meeting**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Meeting date** |  |  |  |  |  | **5/21/2020** |
| **Meeting attendance** |  |  | **5/21/2020** | **6/18/2020** |  |  |
|  |  | **Voting Member Count** | 15 | 15 |  |  |
| **First Name** | **Last Name** | **Affiliation** | **Role Last Meeting** | **Role This Meeting** | **Officer** | **Yes13/15** |
| 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 |
| Dillon | Gilbert | NIST | X | NVM |  | x |
| Vicky | Hailey | VHG | V | V |  | x |
| Dennis | Holstein | OPUS Consulting Group | NVM | V |  | x |
| Naomi | Lefkovitz | NIST | V | V |  | x |
| Brian | Page | Genband | V | V |  | x |
| Babita | Ramlal | Ontario Ministry of Attorney General. Innovation Office | V | V |  | x |
| Denise | Schoeneich | Intel Corporation | V | V |  | x |
| Matt | Silveira | Objective Business Solutions, Inc. | V | V | Chair | x |
| John | Wunderlich | Self | V | V | Vice-Chair | x |