

**IEEE P7003 Working Group
Meeting Agenda
4th April 2019 / 1:00 P.M. – 2:30 P.M. UTC
Teleconference**

- 1. Call to Order**
- 2. Roll call and Disclosure of [Affiliation](#)**
- 3. Approval of April Agenda**
- 4. [IEEE Patent Policy](#) (Call for Patents)**
- 5. Approval of 28th Feb-1st March meeting minutes**
- 6. Announcements**
 - I. Reminder that we have a [slack workspace](#) to facilitate collaborative team work.
 - II. P70xx coordination group is looking for a liaison person (not chair) from each working group to help coordination between groups – who is interested?
 - III. Indicated interest in [local face-to-face groups](#) of co-located P7003 members
 - IV. Intention to have more frequent regional face-to-face meetings
 - i. Next one 2nd week of July of Asia?
- 7. Discussion of candidate recommendations for new master document**
 - I. High Level Flow diagram (discuss multiple versions)
 - II. General outline of document: (normative) Clauses & Informative Annexes
 - III. Review of “essential” content for each section (as listed in the [P7003 section content checklist](#))
 - IV. Appointing of team leaders who take responsibility for each section
 - V. Appointing of team members for working on each section
 - VI. Request to identify and notify missing expertise required to develop each section
 - VII. Commitments for progress to be made by May 2nd
 - i. Ansgar to draft updated “scope” text
- 8. Conferences and Whitepapers**
- 9. Any Other Business**

10. Future Meetings

Thursday, May 2nd, 3:00pm – 4:30pm (UTC)

Thursday, June 6th, 5:00pm – 6:30pm (UTC)

11. Adjourn