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 2\textsuperscript{nd}, 3:00pm – 4:30pm (UTC)
   Thursday, June 6\textsuperscript{th}, 5:00pm – 6:30pm (UTC)

11. Adjourn