

**IEEE P7003 Working Group  
Meeting Agenda  
7<sup>th</sup> March 2024 / 15:00 PM UTC – 17:00 PM UTC  
Teleconference**

**1. Call to Order**

The meeting was called to order at 15:05 UTC

**2. Roll call and Disclosure of [Affiliation](#)**

The list of attendees is attached. A quorum was reached and noted.

**3. Approval of March Agenda**

***Motion to approve the agenda for the 7<sup>th</sup> March 2024 meeting.*** The motion was approved.

**4. [IEEE Patent Policy](#) (Call for Patents)**

The call for patents was raised; no one raised any concerns or any comments for consideration

**5. [IEEE SA Copyright](#)**

The copyright policy was presented.

**6. [Participant Behaviour](#)**

The participant behaviour slides were presented.

**7. Approval of February meeting minutes**

***Motion to approve the minutes from the 1<sup>st</sup> February meeting.*** The motion was approved.

**8. Vote to go to ballot**

There are a number of comments that still need to be resolved, so we cannot currently vote on this motion. This can be done after the current comments are resolved. Move item 8 to after item 10 because the comments will be resolved in item 10.

**9. Presentation from Christy Bahn**

Christy presented the process of balloting and MEC. Slides will be shared with the group – they have been sent around the email reflector and added to iMeet.

We need at least 10 people to join the invite to ballot. The SA ballot then opens for 30 days for votes and comments. The whole process and comment resolution can take 6 months.

Comment resolution group (CRG) to be formed, of around 10 people ideally. This can happen during a WG meeting within the 30 days ballot process, and then the CRG can

meet to resolve comments, and then another WG meeting can be held to look at the CRG work. The CRG can be the whole WG if that is desirable, but we decided that we should have a smaller group that can be more agile and report back to the WG.

**10. Report from the Technical Editor**

Ran through the existing comments on the draft in the issues log. We didn't get through all the issues, so are scheduling another meeting to get through them next week. Tuesday 4:30 GMT.

***Motion to move the draft 1.2 to ballot after the meeting on Tuesday the 12<sup>th</sup>.***

Some discussion that this should not happen until after the issues are all resolved. Instead we will get the updated draft after Tuesday through email and then vote to go to ballot via email.

**11. Next Steps**

**12. Any Other Business**

Use cases – to be discussed further at next meeting.

**13. Dates/times for Future Meetings**

- Tuesday 12<sup>th</sup> March 16:30 UTC – additional meeting to resolve remaining issues
- Thursday 4<sup>th</sup> April 2024 1200 UTC

**14. Adjourn**

The meeting was adjourned at 17:00 UTC

**Attendees:**

Last Name	First Name	Employer/Affiliation	Voting
Albalkhi	Rahaf	Independent	X
Al Ghory	Raef	Independent	
Basso	Andrea	Modulos.ai	X
Clifton	Chris	Purdue Yniversity	X
Courtney	Patrick	tec-connection	X
Dowthwaite	Liz	University of Nottingham	X
Fajardo	Andrej	LAMIC Research Group	X
Gonzalez-Peralta	Oscar	Independent	
Hagar	Jon	Independent	
James	Clare	Independent	X
Leppala	Jussi	Valmet	X
Padget	Julian	University of Bath	X
Pena	Abel	Code Explorers Worldwide	
Shaw	Trish	Beyond Reach	X
Smith	Adam L	Picadilly Group	X
Szczekocka	Ewelina	Independent	X
Weger	Gerlinde	Independent	X
Bahn	Christy	IEEE-SA (staff)	