

**IEEE P7003 Working Group
Meeting Minutes
2nd May 2024 / 12:00 PM UTC – 14:00 PM UTC
Teleconference**

1. Call to Order

The meeting was called to order at 13:05 UTC.

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

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

3. Approval of May Agenda

Motion to approve the agenda for the 2nd May 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 April meeting minutes

Motion to approve the minutes from the 4th April meeting. The motion was approved.

8. SA Ballot Status

We need to make sure that the final draft is correct so that the standards committee can vote to put it to ballot, with changes made from the MEC, and correct permissions acknowledged. We will use the version with the definitions edited to exclude the text we don't have permission for. It is in iMeet, draft 1.3 and hopefully next month we will be in ballot.

9. Report from the Technical Editor

We have been working on getting permissions from ANSI for reproduced text but this is taking too long so relevant parts have been removed. We have sorted out the MEC issues now.

10. Comments Resolution Group formation

The CRG has now been formed, Gerlinde and Satyam also joined. The group will meet to arrange meetings and plan to go forward, Julian to lead with Gerlinde and Satyam helping.

11. Use Cases(s) status and P7003 team formation

There needs to be a meeting to discuss the agreement for carrying out the use cases. This is a proof-of-concept work and not a commercial agreement. Team formation for use cases – Julian will work without a team for his. Plan to get the company to work through the standard and he will be there to support and answer questions if needed. Andrea’s will start around June.

12. Any other business

13. Dates/times for Future Meetings

- TBD

14. Adjourn

The meeting was adjourned at 13:44 UTC

Attendees:

Last Name	First Name	Employer/Affiliation	Voting
Albalkhi	Rahaf	Independent	X
Basso	Andrea	Modulos.ai	X
Chung	Edmon	DotAsia	
Dowthwaite	Liz	University of Nottingham	X
Hagar	Jon	Independent	
James	Clare	Independent	X
Leppala	Jussi	Valmet	X
Loughran	Roisin	Dundalk Institute of Technology	X
Mohla	Satyam	Independent	
Padget	Julian	University of Bath	X
Pena	Abel	Code Explorers Worldwide	X
Percivall	George	Spatial Web Foundation	
Prasad	M S	Amity University, India	X
Weger	Gerlinde	Independent	X
Bahn	Christy	IEEE-SA (staff)	