December 18, 2018/ 8-9am EST

**Join Me:** [https://join.me/ieeesawg\_P7009](https://www.google.com/url?q=https%3A%2F%2Fjoin.me%2Fieeesawg_P7009&sa=D&ust=1541423631386000&usg=AFQjCNHL_hhtZo5adb38VRpV-YVlyFxQaA)

Attendees:

1. Call to Order Danit
2. Introductions, Changes to Affiliations Danit
	1. Establish Quorum Jen
3. Call for Patents Danit
4. Secretary’s Report Danit/Jen
	1. Review and Approval of Previous Meeting Minutes
		1. Motion:
			1. Results: ## Yes / ## No / ## Abstain
	2. Status of Action
5. New Business Members
	1. Discussion of outline and structure
	2. Discussion of sub-working groups
	3. Remaining Questions and suggestions
6. Old Business Danit/Jen
	1. Call for Secretary
7. Recap of Action Items Jen
8. Adjournment Danit