

**IEEE P7800 Working Group Meeting**  
**Draft Minutes**  
**8 November 2022 – 10:00 AM – 12:00 Noon (Eastern)**  
**Teleconference**

*Recording Secretary, Christy B. (IEEE staff)*

**1. Call to Order**

The meeting was called to order at 10:05 AM (EST) by the Working Group Chair, Maiké L.

**2. Introduction and [Declaration of Affiliation](#)**

Participants present introduced themselves and stated their affiliation.

**3. Working Group Establishment**

Christy B. read from the approved WG P&P, 4.2 Voting Membership. Voting membership shall be granted, upon request, to those participants attending the first meeting of a newly chartered Working Group. Christy asked if there was anyone that did not wish to be a voting member at this time should speak up now or they can send Christy an email. Hearing no comments, everyone present at this meeting is a voting member of the Working Group (WG).

**4. Approval of Agenda**

***Motion to approve the agenda.*** (Mover: David G.; Second, Deborah H.) The agenda was unanimously approved as presented without objection.

**5. IEEE Policies**

**a. IEEE SA [Call for Patents](#)**

A call for patents was issued. No potentially essential patent claims were declared and no holders of potentially essential patents were identified. If there are responses it should be documented in the meeting minutes.

**b. IEEE SA [Copyright Policy Presentation](#)**

The copyright policy was presented. There were no comments or questions

**c. IEEE SA [Individual Participation](#)**

The individual participation slides were presented. There were no comments or questions.

**6. Working Group Policies and Procedures (P&P)**

Christy recommended that the WG review the P&P. 4. Membership of the P&P should be reviewed to understand how members maintain, lose, and gain back their voting status.

**7. Appointment of WG Officers**

- Vice-Chair

- Secretary

Maiké informed the WG that she appointed David G. as the Vice-Chair of the WG. We are seeking a volunteer for the Secretary position. Maiké asked if anyone was interested in the position. Aiste R. spoke up and said she could step in as the acting secretary until someone is appointed. She noted she may not be able to commit fully. Christy B. noted that she works closely with the WG secretary until they are comfortable in the position and would be happy to set up a meeting to review the role in more detail. The secretary responsibilities are outlined in the WG P&P.

#### 8. **eTools: Listserv, iMeet Central, WebEx, and WordPress**

- Volunteer to update WordPress

Christy B. reviewed the various eTools that will be used by the WG.

The listserv (email reflector) ([subscribe here](#) if you have not already.) is provided for official communications (specifically, invites, meeting announcements, distribution of minutes, etc.). As a point of courtesy, members are asked to keep non-essential chatter to a minimum to reduce the likelihood of overload and member unsubscribe from the listserv.

[iMeet Central](#) is a document repository for the WG. Draft documents, archival documents (minutes, agendas, etc.) are to be stored here. Members present at the meeting will have access to this repository.

[Wordpress](#) is available for sharing with external collaborators, making public announcements, etc. It is up to the WG to maintain this site. We are looking for a volunteer to maintain this page. Updating will need to be done only on the meetings, tab, members tab, and the agenda/minutes tab. The WG may decide to add more information to this. If anyone is interested in volunteering to update the site, please reach out to Christy B.

#### 9. **Presentation on Previous Work**

An overview of the PAR was presented to the WG. PPT provided.

In addition, an overview of previous work “**Preliminary Concept Principles**” was provided for consideration by the Working Group. PPT provided.

#### 10. **Future Meetings**

The next meeting will be on Nov 29, 10am – 11:30am, 2022.

Future Meetings will be mostly in 3-week intervals, depending on holidays.

#### 11. **Adjourn**

The meeting adjourned at 12:00 PM (EST).

**Participants:**

Last Name	First Name	Affiliation	Role	Officer
Bahn	Christy	IEEE Standards Association	S	
Bernsten	Thomas	Translucent ApS / Proteus Holding ApS	V	
Gonzalez	David E.	US Navy	V	Vice-Chair
Hagar	Deborah	The Foundation for Sustainable Communities	V	
Hollanek	Tomasz	Leverhulme Centre for the Future of Intelligence, University of Cambridge	V	
Jun	Li	Cloudwalk.Tech	V	
Luiken	Maike	Carbovate Development Corp Western University	V	Chair
Manolova	Monika	Digital National Alliance	V	
Rugeviciute	Aiste	L3i laboratory, University La Rochelle	V	
van Zijll de Jong	Shona	Department of Geological Sciences and Geological Engineering, Queen's University	V	

Role Legend	V = Voting Member
	NV = Non-voting Member
	NM = Non-Member
	S = Staff