IEEE P7800 Working Group Meeting #19 Approved Agenda
February 5, 2024, 10:30 am - noon ET (UTC-5:30) Teleconference

1. **Call to Order**

2. **Statement regarding recording of the meeting for minutes taking purposes only**

3. **Roll Call of Individuals and [Declaration of Affiliation](#)**

4. **Approval of Agenda**

5. **Approval of the January 22, 2024, Meeting Minutes**

6. **IEEE Policies**

   a. IEEE SA [Call for Patents](#)
      If anyone in this meeting is personally aware of the holder of any patent claims that are potentially essential to implementation of the proposed standard(s) under consideration by this group and that are not already the subject of an Accepted Letter of Assurance, please respond by providing relevant information to the WG Chair.

   b. IEEE SA [Copyright Policy Presentation](#)
      IEEE SA's copyright policy is described in Clause 7 of the IEEE SA Standards Board Bylaws and Clause 6.1 of the IEEE SA Standards Board Operations Manual; Any material submitted during standards development, whether verbal, recorded, or in written form, is a Contribution and shall comply with the IEEE SA Copyright Policy.

   c. IEEE SA [Individual Participation](#)
      By participating in standards activities using the "individual process", you are deemed to accept the requirements outlined in the participant behavior slides; if you are unable to satisfy these requirements then you shall immediately cease any participation.

7. **Business Arising - Please, refer to the Minutes of previous WG meetings**
   a. Action item (12/11/2023): assemble terms needing definition (ongoing)
   b. Action item (12/11/2023): increase size of working group (ongoing)
      i. Action item (01/22/2024): look for new members among their colleagues.
      ii. Action item (01/22/2024): Bring web page up to date
      iii. Action item (01/22/2024) Invite informational speakers?
   c. Action item (01/22/2024): comment on [list of potential users](#) doc, redesign chart for P7800 use case?
   d. Action item (12/11/2023): find chair for Subgroup 3 (Guidelines 8-11) (ongoing)
   e. Action item (01/22/2024): visual indicator to track progress on guideline and/or outline subhead.

8. **Technical Presentation(s), Contribution(s) or Discussion(s)**
   a. Discussion of previous work and Action Items
      i. Susan D. discuss comments on [Proposed P7800 Outline Revision January 2024](#)
      ii. Discuss conversation with Christy B. about outline and schedule.
      iii. Approve proposed outline as a basis for further work?
   b. Sub-group reports – proposed schedules for a first draft:

        i.   Sub-Group 1: Susan D.
       ii.   Sub-Group 2: David G.
      iii.   Sub-Group 3:
   c. Next steps:
   d. New Chair for Sub-Group3

9. **Discussion of Working Group Timelines (ML and DG)**

10. **Revisiting Meeting Schedule (ML)**

11. **Future Meetings: mostly in 3-week intervals - next meeting: February 26th, 10:30 am – noon ET**

12. **Adjourn**

Appendix A

P7800 Working Group – Subgroups and Subgroup Membership

Subgroup 1: Principles/Guidelines 1-4
Chair: Susan D.
      Deborah H.,
      Lubna D.,
      Navid S.,
      Jun L.

Subgroup 2: Principles/Guidelines 5-7
Chair David G.
      Aiste R.,
      Khaled M.,
      Lubna D.
      Jim S.
      Rajesh N.
      Sunny N.

Subgroup 3: Principles/Guidelines 8-11
Chair Jennifer C. – resigned
      Shona VZ.,
      David G.
      Meng L. - resigned

Appendix B:
Link to shared Google Drive – to be used by P7800 Working Group Members:
https://drive.google.com/drive/folders/1WFKBeijvwGuZ1hHWxQtaKkQeTBNOwNh1?usp=sharing

Other Working Groups associated with Planet Positive 2030:

       P7801 Recommended Practice for Technical Knowledge Commons Initiatives and Platforms:

https://standards.ieee.org/ieee/7801/11197/

- **P7802** Standard for Measurement and Verification of Reduction of Greenhouse Gases for Climate Action Projects and Solutions: https://standards.ieee.org/ieee/7802/11238
- **P7803** Recommended Practice for Inclusive Sustainable Smart Cities: https://standards.ieee.org/ieee/7803/11412/