

IEEE P7800 Working Group Meeting #20 Agenda
March 18, 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](#), Determination of Quorum.**
4. **Approval of Agenda**
5. **Approval of the February 05, 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. **Technical Presentation(s), Contribution(s) or Discussion(s)**
 - a. Sub-group reports – begin with these, as not done last meeting.
 - i. Sub-Group 1: Susan D.
 - ii. Sub-Group 2: David G.
 - iii. Sub-Group 3:
 - b. Discussion of previous work and Action Items.
8. **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.

9. **Discussion of Working Group Timelines (ML and DG)**
10. **Revisiting Meeting Schedule (ML)**
11. **Future Meetings: mostly in 3-week intervals - next meeting: April 8th, 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/1WFKBeijvwGuZ1hHWxOtaKkOeTBNOWNh1?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/>