

IEEE Signal Processing Society Synthetic Aperture Standards Committee (SASC)
P3399 Standard for Performance Metrics for Automotive SAR
Kick-Off Meeting Minutes (draft) for Tuesday, September 26, 10:30a – 11:00a EDT via
teleconference
<https://ieeesa.webex.com/ieeesa/j.php?MTID=m19e3105d175b44d03de9aec80a5c6d31>

1. Call to Order – *meeting was called to order at 10:32 am EDT*
2. Introduction and Affiliation Declarations – *all attendees introduced themselves and gave their affiliation*
 - a. Please provide name, email, affiliation on Google form
 - b. Please attest on Google form to having read the [IEEE policies](#) on copyrights, behavior, and patents
 - c. Establish Quorum – *quorum is automatically established at kick-off meetings*
3. Approval of Agenda – *agenda was approved*
4. Approval of Previous Meeting Minutes – *since this was a kick-off meeting there were no previous minutes*
5. IEEE Patent, Behavior, and Copyright Policies – *the IEEE policies were reviewed*
 - a. Review here if necessary -- [IEEE policies](#)
 - b. Call for patents – *a call for patents was made. None reported*
6. Discussion Topics:
 - a. Overview of approved Project Authorization Request (PAR) and scope of P3399 working group – *presentation by Chair*
7. New Business -- *none*
8. Future Meetings -- *TBD*
9. Adjourn – *the meeting adjourned at 11:00 am EDT*