

IEEE Signal Processing Society Synthetic Aperture Standards Committee (SASC)
P3399 Standard for Performance Metrics for Automotive SAR
Meeting Minutes (draft) for Tuesday, February 13, 11:00 – 11:30 EDT via teleconference

1. Call to Order – *the meeting was called to order at 11:05 ET*
2. Introduction and Affiliation Declarations – *all attendees (Ang Boon Chong, Marcel Hoffmann, Marco Manzoni, Peter Vouras, Pramod Gavade) 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 was not met*
3. Approval of Agenda – *the agenda was informally approved*
4. Approval of Previous Meeting Minutes – *previous meeting minutes were not approved*
5. IEEE Patent, Behavior, and Copyright Policies – *the Chair made a call for patents and presented the IEEE policies*
 - a. Review here if necessary -- [IEEE policies](#)
 - b. Call for patents
6. Discussion Topics:
 - a. Co-chair and secretary roles: call for volunteers – *volunteers please contact Marco Manzoni directly*
 - b. Ideas for a chat platform for the group (Slack?, Teams?) – *Members should consider a preference. The group will also decide between sharing documents on Google Drive and iMeet Central*
 - c. The current role of SAR automotive (by Marco Manzoni) – *presentation by the Chair*
7. New Business -- *none*
8. Future Meetings – *look for an email announcement*
9. Adjourn – *meeting adjourned at 11:35 am ET*