1. Call to Order
2. Welcome and Introductions
	* Declaration of Affiliation (Working Group Establishment) **-** *Affiliation FAQs:*[*http://standards.ieee.org/faqs/affiliation.html*](http://standards.ieee.org/faqs/affiliation.html)
	* Establishment of WG Membership (Voting, Non-voting, and Non-member)
3. Approval of Agenda
4. Review of IEEE SA Policies and Guidelines
	* [Call for Patents](https://development.standards.ieee.org/myproject/Public/mytools/mob/slideset.pdf)
	* [Copyright Presentation](https://standards.ieee.org/ipr/copyright-materials.html)
	* [Participant Behavior – Individual Method](https://standards.ieee.org/wp-content/uploads/import/documents/other/Participant-Behavior-Individual-Method.pdf)
5. Approval of January Minutes
6. Discussion on how IEEE standards documents come together.
7. Development of an outline for P3190 recommended practices.
8. Review of New Action Items
9. Future Meetings
10. Adjourn meeting

**Brussels Address:**

Microsoft Centre Brussels, Rue Montoyer 51, 1000 Bruxelles, Belgium

You will need to clear security and they will have a badge with your name.

Coffee and pastries will be available at the start of the meeting.

The group will break for lunch outside of the Microsoft building.

**WebEx information:**

IEEE Open Source Software Project Governance (C/SAB/OSSPG) Meeting

Thursday, Feb 2, 2023 9:00 am | 8 hours | (UTC-05:00) Eastern Time (US & Canada)

https://ieee.webex.com/ieee/j.php?MTID=m136a538c99334121aa8ef64eb3df465d

Meeting number: 2632 658 0988

Password: gtH6cpiCa33

Join by phone

+1-646-992-2010 United States Toll (New York City)

+1-904-900-2303 United States Toll (Jacksonville)