***DRAFT (definitive version in iMeet)***

**IEEE OSSPG Working Group Meeting (Hybrid) in Microsoft Centre, Brussels, Belgium**

**Meeting Agenda**

**2 – 3 February 2023**

**03:00am - 11:00am EDT / 9:00am – 5:00pm CET\***

**Stephen Walli, WG Chair**

1. Call to Order
	1. Meeting called to order @ 0923AM CET by Stephen Walli, Chair

1. Welcome and Introductions
	1. Declaration of Affiliation (Working Group Establishment) - Affiliation FAQs:<http://standards.ieee.org/faqs/affiliation.html>
	2. Review of WG Membership (Voting, Non-voting, and Non-member)

1. Approval of Agenda
	1. Motion to approve by Silona Bonewald
	2. Motion seconded by <>
	3. The agenda was approved unanimously with no objections or changes.

1. Review of IEEE SA Policies and Guidelines
	1. [Call for Patents](https://development.standards.ieee.org/myproject/Public/mytools/mob/slideset.pdf)
		1. Soo Kim, IEEE Program Manager presented this policy.
	2. [Copyright Presentation](https://standards.ieee.org/ipr/copyright-materials.html)
		1. Soo Kim, IEEE Program Manager presented this policy.
	3. [Participant Behavior – Individual Method](https://standards.ieee.org/wp-content/uploads/import/documents/other/Participant-Behavior-Individual-Method.pdf)
		1. Soo Kim, IEEE Program Manager presented this policy.

1. Approval of January Minutes
	1. Presentation of minutes by Stephen Walli.
	2. Motion to approve by Evan Leibovitch. Motion seconded by Cat Allman.
	3. The agenda was approved unanimously with no objections or changes.

1. Discussion on how IEEE standards documents come together.
	1. Stephen reviews <Slides>

1. Development of an outline for P3190 recommended practices.
	1. Stephen asks volunteers for leads to start scoping proposed outline topics ([main Etherpad folder](https://pad.castalia.camp/mypads/?/mypads/group/ieee-osspg-jyi0pyt/view)).
		1. Project and community governance: Cat Allman, Gerardo Lisboa, Christian Paterson ([Etherpad](https://pad.castalia.camp/p/2023-02-02-meeting-minutes-y9j0po0))
		2. Project infrastructure: Gerardo Lisboa ([Etherpad](https://pad.castalia.camp/mypads/?/mypads/group/ieee-osspg-jyi0pyt/pad/view/2023-02-02-project-infrastructure-qiv0pcq))
		3. Ownership and provenance management: julia ferraioli ([Etherpad](https://pad.castalia.camp/mypads/?/mypads/group/ieee-osspg-jyi0pyt/pad/view/2023-02-02-ownership-provenance-mgt-k0o0pqr))
		4. Licensing considerations: Robby Robson ([Etherpad](https://pad.castalia.camp/mypads/?/mypads/group/ieee-osspg-jyi0pyt/pad/view/2023-02-02-project-infrastructure-qiv0pcq))
		5. Release planning: <> ([Etherpad](https://pad.castalia.camp/mypads/?/mypads/group/ieee-osspg-jyi0pyt/view))
		6. Trademark and logo policy: Evan Leibovitch ([Etherpad](https://pad.castalia.camp/mypads/?/mypads/group/ieee-osspg-jyi0pyt/pad/view/2023-02-02-trademarks-logos-b7m0p82))
		7. Diversity statements and codes of conduct: Evan Leibovitch ([Etherpad](https://pad.castalia.camp/mypads/?/mypads/group/ieee-osspg-jyi0pyt/pad/view/2023-02-02-diversity-code-of-conduct-31y0pgx))
			1. Unanimous recommendation from the group that this should be split into two topics: Equity, Diversity and Inclusion; Codes of Conduct.
		8. Software vulnerability reporting: <> ([Etherpad](https://pad.castalia.camp/mypads/?/mypads/group/ieee-osspg-jyi0pyt/pad/view/2023-02-02-diversity-code-of-conduct-31y0pgx))
		9. Other activities required for open source project operation and governance: ([Etherpad](https://pad.castalia.camp/mypads/?/mypads/group/ieee-osspg-jyi0pyt/pad/view/2023-02-02-others-ny120pun))
			1. Patents (Christian Paterson)
			2. Leadership sustainability (proposed)
			3. Financial infrastructure (proposed)
	2. Group Breaks from 02FEB2023 1200 - 1330 CET
	3. Group reconvenes and Stephen calls the Meeting to order at 1335 CET
	4. Group breakouts continue.
		1. Goals of the breakouts: First framing of the discussion for each topic to shape future discussions and conversations for research.
	5. Group breaks at 1514 CET
	6. Group reconvenes and Stephen calls the Meeting to order at 1533 CET
	7. Stephen calls for recessment of the meeting at 1628 CET, to reconvene on Friday, 03FEB2023.
	8. Group reconvenes and Stephen calls the Meeting to order at 0905 CET
	9. Group breakouts continue.

1. Future Meetings
	1. The date of the next meeting is to be determined.
	2. Stephen proposes to continue regular monthly meetings on the first Wednesday of the month, 0830-0930 PST.
2. Review of New Action Items
	1. Officers to review tools and platforms for working group accessibility and alignment with IEEE and open policies.
	2. Officers will create a working group decision log for in scope and out of scope decisions.
	3. Officers will update the public facing working group site as soon as possible.
	4. The next meeting invitations will be posted no less than 2 weeks before the next meeting.
	5. The next meeting agenda and draft meeting minutes from February will be posted no less than 7 days before the next meeting.
3. Adjourn meeting
	1. Meeting adjourned at approximately 1114 CET.