

IEEE P3136 Working Group

Meeting Minutes

25 January 2023

WG Chair: Wilhelm Keusgen

WG Vice Chair: Uli Nickel

WG Secretary: Béla Szendrenyi

Hybrid Meeting: Presence & Remote

Planet Hollywood Resort & Casino

3667 Las Vegas Blvd South, Las Vegas, NV 89109

Room: Sunset 5-6

0. Greetings from the MTT-S President
 - a. *Nuno Borges Carvalho, the 2023 MTT-S President, welcomed the attendees of the WG meeting and gave a short report on behalf of Naoki Shinohara, the new MTT-S Standards Committee Chair, who was not able to attend this meeting.*
1. Call to Order
 - a. *The WG Chair started the meeting at 10:00 a.m.*
 - b. *13 participants attended in-person; 15 participants attended on-line by Webex.*
2. Roll Call and Affiliation
 - a. *The WG Chair asked the meeting participants to state their name and affiliation. A listing of the in-person and on-line participants is given in Appendix 1.*
3. Approval of Agenda
 - a. *The WG Chair introduced the draft agenda, which had already been distributed to the participants in advance of this meeting.*
 - b. *A motion to accept the draft agenda was moved by Rusty Myers and seconded by Dave Blackham. → The agenda was unanimously approved.*
4. Approval of Previous Meeting Minutes
 - a. *The WG Chair of the Working Group referred to the draft minutes of the last meeting, which had already been distributed to the participants in advance of this meeting.*
 - b. *A motion to accept the draft minutes was moved by Rusty Myers and seconded by Dave Blackham. → The previous meeting minutes were unanimously approved.*
5. IEEE Patent & Copyright Policy
 - a. *The WG Chair called for potentially essential patents to be reported. One participant, Yonghui Shu, raised concerns to be considered.*
 - b. *The copyright policy was presented. There were no questions or concerns.*
6. Presentation of the Standards Development Process

- a. *Vanessa Lalitte, the IEEE SA Program Manager for P3136, gave a 30-minute presentation on the IEEE SA standards development process. The presentation can be found [here](#) in the iMeet Central workspace Presentations Folder.*
7. Update on organizational matters and tools to be used for P3136
 - a. *The WG Chair demonstrated to participants what software tools are available for P3136 work: P3136 homepage, iMeet Central for P3136.*
8. Establishment of subgroups
 - a. *The WG Chair made a proposal (see Appendix 2) to set up two sub-groups within the working group to get into a productive and highly parallelized working mode. Subgroup 1 (SG1) should focus on the elaboration of Definitions and Requirements for the interface. The task of Subgroup 2 (SG2) is the Technical Implementation of the interface. Each subgroup should meet regularly (virtually) according to its own schedule and prepare a report that can then be discussed and decided in the regular WG meetings.*
 - b. *A motion to accept the proposal was moved by Chad Bartlett and seconded by Andrej Rumiantsev. → The establishment of the subgroups was unanimously approved.*
 - c. *The WG chair appointed Béla Szendrenyi and Uli Nickel as the intermediate chairs for SG1 and SG2, respectively. It is planned to hand over the posts of subgroup chairs in the medium term to volunteers yet to be found.*
 - d. *It is planned to make a survey among the WG members who would like to join which subgroup.*
 - e. *The WG Chair presented a proposal for subgroup charter documents, which had already been distributed to the participants in advance of this meeting.*
 - f. *A motion to accept the proposed charters was moved by Dave Blackham and seconded by Rusty Myers. → The subgroup charters were unanimously approved. They are attached in Appendix 3.*
9. Initial technical presentations of the subgroups
 - a. *This topic was not addressed due to time constraints. It will be postponed to the next meeting.*
10. Future meetings
 - a. *The next meeting shall be held in virtual mode at the end of March 2023. A date survey will be conducted beforehand.*
 - b. *There shall be two more in-person meetings this year, both will have a hybrid offering.*
 - i. *One meeting shall be held during the International Microwave Symposium (IMS) in San Diego, USA (11-16 June 2023).*
 - ii. *The other meeting shall be held during the European Microwave Conference (EuMW) in Berlin, Germany (17-22 September 2023).*
11. Adjournment
 - a. *The WG Chair adjourned the meeting at 12:06 p.m.*
 - b. *These minutes were submitted by Uli Nickel.*