**IEEE P3162 Synthetic Aperture Channel Sounding Working Group**

Meeting Minutes for July 20, 2022, 2 pm-3 pm ET (UTC-4)

1. Called to Order at 2:03 p.m. ET
2. Introductions and [Affiliation Declarations](https://standards.ieee.org/faqs/affiliation/)
   1. Attendance [recorded](https://ieee-sa.imeetcentral.com/p/aQAAAAAE9rag)
   2. Quorum established
3. Motion #1: Approval of [Agenda](https://ieee-sa.imeetcentral.com/p/aQAAAAAE9o1F)
   1. Moved by: Bradley Evans, UNM
   2. Seconded by: James Gilb, GA-ASI
   3. Discussion: None
   4. Result: Unanimously approved
4. Motion #2: Approval of [Previous Meeting Minutes](https://sagroups.ieee.org/sa-cs/wp-content/uploads/sites/513/2022/07/IEEE_P3162_SACSWG_Minutes_1June2022_unapproved.docx)
   1. Moved by: Bradley Evans, UNM
   2. Seconded by: Brian Sequeira, APL
   3. Discussion: None
   4. Result: Unanimously approved
5. IEEE SA Policies presented by Dave Michelson, UBC
   1. [Call for Patents](https://mentor.ieee.org/myproject/Public/mytools/mob/slideset.pdf)
   2. [Copyright Presentation](https://standards.ieee.org/wp-content/uploads/2022/02/ieee-sa-copyright-policy.pdf)
   3. [Participant Behavior Presentation](https://standards.ieee.org/wp-content/uploads/import/documents/other/Participant-Behavior-Entity-Method.pdf)
6. Review of [Working Group Policies and Procedures](https://ieee-sa.imeetcentral.com/p/aQAAAAAE9rbH) completed (SASC Standards Committee P&P document erroneously pulled up during the meeting. The Working Group P&P link is corrected here.)
7. Establishment of Officers
   1. Vice Chair – reminder to group that this position is still open.
8. Discussion and Technical Topics
   1. Strategic Plan for IEEE P3162 presented by Dave Michelson, UBC
   2. Reviewed [IEEE P1720](https://standards.ieee.org/ieee/1720/7650/) and discussions of P3162 scope followed
9. New Business
   1. Dave Michelson will ask Jonathan for help in acquiring IEEE P1720
10. Future Meetings
    1. Next meeting time and date in September will be communicated via email.
11. Adjourn at 3:05 p.m. ET