



**IEEE SSIT Standards Committee**  
**Draft Meeting Minutes**  
**Thursday, September 19, 2019**  
**7pm - 9 pm (UTC) / 3pm-5pm (EDT)**  
*Meeting Minutes provided by Beth-Anne Schuelke-Leech*

**1. Call to Order**

The meeting was called to order at 3:06 (EDT) by the Chair. A quorum was present and recorded.

**2. Roll call of Individuals**

A list of attendees present is attached.

**3. Approval of Agenda**

***Motion to approve the meeting*** agenda. (Mover: Josh Hyman, Second: Sara Jordan). The agenda was approved as submitted without objection.

**4. Call for Secretary**

The Secretary role of the IEEE SSIT SC is now vacant, with the appointment of Beth-Anne Schuelke-Leech as Chair. A call for a new Secretary was made. Interested individuals should contact the Chair.

**5. Working Groups**

An update was provided for each of the working groups.

**6. Meeting Schedule**

It was agreed to leave the meetings on a monthly schedule through 2020.

**7. New Business**

Had a discussion of meeting efficiency online. There are many online meeting programs (e.g., join.me, webex, and zoom). None of them is ideal. What is missing is a good “turn-taking” mechanism. WC3 has a product that they built that automated queuing, which is repurposing an outdated format. Is there some kind of tool that exists for turn-taking? Does IEEE have a solution for this?

**Action Item:** Beth-Anne to see what options exists.

**8. Future Meetings** (All meetings will be held on the 3<sup>rd</sup> Thursday of the month at 3 PM EDT unless otherwise noted)

- October 17, 2019 from 7-9pm UTC
- November 21, 2019 from 8-10pm UTC
- December 19, 2019 from 8-10pm UTC

**9. Adjourn**

The meeting adjourned at 3:38 am EST. (First: Ben Bland; Second: Josh Hyman)

Attendees:

Last Name	First Name	Affiliation		Role	Officer
Bland	Ben	Sensum	X	V	
Hyman	Josh	Unaffiliated	X	V	
Jordan	Sara	Virginia Tech	X	V	Vice-Chair
Morrison	Gawain	Sensum	X	V	
Reed	David	Deep Plum Research	X	V	
Reid	Peter	Unaffiliated	X	V	
Reilly	Annette	Unaffiliated	X	V	
Schuelke-Leech	Beth-Anne	University of Windsor	X	V	Chair
<b>Role Legend</b>	<b>V = Voting Member</b>				
<b>Role Legend</b>	<b>NV = Non-voting Member</b>				
<b>Role Legend</b>	<b>P = Participant</b>				
<b>Role Legend</b>	<b>S = Staff</b>				
<b>Role Legend</b>					