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 WC3 has a product that they built that automated queuing, which is repurposing an outdated format.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 3rd 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:

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Affiliation</th>
<th>Role</th>
<th>Officer</th>
</tr>
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<tbody>
<tr>
<td>Bland</td>
<td>Ben</td>
<td>Sensum</td>
<td>X</td>
<td>V</td>
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<tr>
<td>Hyman</td>
<td>Josh</td>
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<tr>
<td>Jordan</td>
<td>Sara</td>
<td>Virginia Tech</td>
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<td>Gawain</td>
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<td>Reed</td>
<td>David</td>
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<tr>
<td>Schuelke-Leech</td>
<td>Beth-Anne</td>
<td>University of Windsor</td>
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**Role Legend**

- **V** = Voting Member
- **NV** = Non-voting Member
- **P** = Participant
- **S** = Staff
- **Chair**

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