

IEEE P2955 Working Group
Meeting Minutes
12 August 2021 || 10:00 AM – 11:00 AM (ET)
WG Chair: Prof Kannan Moudgalya
WG Secretary: Ms Madhulika Goyal

The meeting was conducted virtually using Webex.

- **Call to Order:**

- The WG Chair Prof. Kannan Moudgalya informed the participants that the meeting would be recorded exclusively for the purpose of generating minutes and would be deleted as per rules.
- The meeting was called to order by the WG Chair at 10:03 AM (ET).

- **Roll Call and Affiliation**

- There were 25 attendees. A Google sheet was shared for roll call and disclosure of affiliation.
- The list of attendees is enclosed below.
- Meeting quorum was established.

- **Approval of agenda**

The agenda for the current meeting was presented at the meeting.

Motion #01:

- Ravi Sankar Chandu made the motion to approve the agenda.
- It was seconded by Nagesh Karmali.
- All were in favour hence the agenda was approved.

- **Approval of previous meeting minutes**

The minutes for the previous meeting (8 July 2021) were presented at the meeting.

Motion #02:

- Smita Wangikar made the motion to approve previous meeting minutes.
- It was seconded by Ravinder Vaidya.
- All were in favour hence the previous meeting minutes were approved.

- **IEEE Patent Policy**

- IEEE Patent Policy slides were displayed by the WG Chair
- Call for potentially essential patents was made. No one raised concerns for consideration.

- **IEEE Copyright Policy**

- IEEE copyright policy slides were displayed by the WG Chair
- There were no questions or concerns raised.

- **Technical Demonstration/Presentation**

- Discussion on [Spoken Tutorial process, presented in the form of Pseudocode](#)

Prof Kannan Moudgalya explained different procedures involved in different stages of ST creation. The presentation was followed by a discussion and Q&A.

Motion #03: To extend the meeting timing by 30 min

- Ravi Sankar Chandu made the motion for extending the meeting

- It was seconded by Smita Wangikar
- All were in favour; meeting was extended by 30 min
- **Action item:**
 - To update and share the presented document.
 - WG Members may provide inputs and suggestions on the [document presented at the meeting](#).
 - Discussion on subgroup creation through iMeet Central Workspace.
- **Next meeting:**
 - Our meetings are held on the second Thursday of every month at 10:00 AM (ET) for the duration of one hour. The next meeting date will be 09 September 2021.
- **Adjournment**
 - WG Chair adjourned the meeting at 11:29 AM (ET)

Minutes submitted by: Madhulika Goyal

List of attendees for the meeting:

	Last Name	First Name	Affiliation
1	Saini	Akanksha	Indian Institute of Technology Bombay
2	Kumar	Amit	JNV Shimla, Himachal Pradesh, India
3	Bansod	Anurag	Self
4	Tony	Bella	Indian Institute of Technology Bombay
5	Chu	Cheehung Henry	University of Louisiana at Lafayette
6	Haba	Cristian-Gyozo	Gheorghe Asachi Technical University of Iasi
7	Karmali	Firuz	Indian Institute of Technology Bombay
8	Gokce	Hasan	TGA
9	Moudgalya	Kannan	IEEE Control Systems Society
10	Goyal	Madhulika	Indian Institute of Technology Bombay
11	Ganapathi	Madhuri	Indian Institute of Technology Bombay
12	Karmali	Nagesh	Indian Institute of Technology Bombay
13	Varkey	Nancy	Indian Institute of Technology Bombay
14	Venkat	Nirmala	Indian Institute of Technology Bombay
15	Rajendran	Ramkumar	Indian Institute of Technology Bombay
16	Venkitakrishnan	Rani	Indian Institute of Technology Bombay
17	Sankar Chandu	Ravi	Society for Engineering Education India (www.see-india.in)
18	Vaidya	Ravindra	Computer Society of India (CSI), Vijnana Bharati (ViBha)
19	Sidhwa	Sakina	Indian Institute of Technology Bombay

20	Rathore	Shailendra Singh	Mohan Lal Sukhadiya University, Udaipur,Rajasthan, India
21	Wangikar	Smita	Indian Institute of Technology Bombay
22	Singh	Tanvir	Indian Institute of Technology Bombay
23	Viswanathan	Usha	Indian Institute of Technology Bombay
24	Badhe	Vishwas	Indian Institute of Technology Bombay
25	Lalitte	Vanessa	IEEE SA