IEEE SA | STANDARDS ASSOCIATION

IEEE P2955 Working Group
Meeting Minutes
13 January 2022 || 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 meeting was called to order by the WG Chair at 10:00 AM (ET).

- **Roll Call and Affiliation**
  - There were 17 attendees. A Google sheet was shared for roll call and disclosure of affiliation.
  - Members were asked to update their affiliation, if there were any changes.
  - The list of attendees is enclosed below.
  - Meeting quorum was established.

- A**pproval of agenda**
  - The agenda for the current meeting was presented at the meeting.
  Motion #01:
  - Usha Viswanathan made the motion to approve the agenda.
  - It was seconded by Madhuri Ganapathi.
  - All were in favour and hence the agenda was approved.

- **Approval of previous meeting minutes**
  - The minutes for the previous meeting (09 December 2021) were presented at the meeting.
  Motion #02:
  - Dr Snehalatha Kaliappan made the motion to approve previous meeting minutes.
  - It was seconded by Rajesh Kushalkar.
  - All were in favour hence the previous meeting minutes were approved.

- **IEEE Patent Policy**
  - IEEE Patent Policy slides were displayed by the WG Secretary.
  - 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 Secretary.
  - There were no questions or concerns raised.

- **Technical Demonstration/Presentation/Discussion**
  - *Reports from Subgroups:*

- *Creation Subgroup* (Prof Henry Chu, Subgroup Chair):
  - Working on [detailed outline](link)
  - No meeting held on 4th January
  - Upcoming meetings: first and third Tuesday of every month
  - Will share the draft for Table of Content for creation with the WG
  - Subgroup members list was displayed
  .
- *Dubbing Subgroup* (Usha Viswanathan, Dubbing Subgroup Chair):
  - Working on [detailed outline](link)
  - Upcoming meetings: second and fourth Monday of every month
  - Will share the draft for Table of Content for dubbing with the WG
  - Subgroup members list was displayed

- *Training Subgroup*:
  - Prof Ravindra Vaidya gave the updates on subgroup's progress till now
    - One subgroup meetings was held on 12 November 2021
    - Discussion for Table of Content was initialed

- **New Business:**
  - Appointment of new Subgroup Chair for the Training subgroup:
    - Per clause 5 of WG P&Ps the WG Chair appointed Dr Rani Venkitakrishnan as the new Training Subgroup Chair
  - Dr Rani Venkitakrishnan shared the plan of action for the subgroup
    - To start working on the Table of Content for training
    - Upcoming meetings: second and fourth Friday of every month

- **Action item:**
  - Creation and Dubbing Subgroup: to share the drafted Table of Content.
  - Training subgroup: to create a draft Table of Content.

Motion #03: To end the meeting early
  - Prof Ravindra Vaidya made the motion to end the meeting early.
  - It was seconded by Usha Viswanathan.
  - All were in favour; the meeting ended early.

- **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 10 February 2022.

- **Adjournment**
  - The meeting was adjourned at 10:40 AM (ET).

Minutes submitted by: Madhulika Goyal

List of Attendees:

S.N.	Last Name	First Name	Affiliation
1	Tony	Bella	Indian Institute of Technology Bombay
2	Chu	Cheehung Henry	University of Louisiana at Lafayette
3	Haba	Cristian-Gyozo	Gheorghe Asachi Technical University of Iasi
4	Moudgalya	Kannan	Indian Institute of Technology Bombay
5	Goyal	Madhulika	Indian Institute of Technology Bombay
6	Ganapathi	Madhuri	Indian Institute of Technology Bombay
7	Venkat	Nirmala	Indian Institute of Technology Bombay
8	Kushalkar	Rajesh	Indian Institute of Technology Bombay
9	Rajendran	Ramkumar	Indian Institute of Technology Bombay
10	Venkitakrishnan	Rani	Indian Institute of Technology Bombay
11	Sankar Chandu	Ravi	Society for Engineering Education India www.see-india.in
12	Vaidya	Ravindra	MES' Institute of Management and Career Courses (IMCC), Pune
13	Sidhwa	Sakina	Indian Institute of Technology Bombay
14	Rathore	Shailendra Singh	Mohan Lal Sukhadiya University , Udaipur. Rajasthan, India
15	Kaliappan	Snehalatha	Indian Institute of Technology Bombay
16	Viswanathan	Usha	Indian Institute of Technology Bombay
17	Lalitte	Vanessa	IEEE SA