

IEEE P2955 Working Group
Meeting Minutes
08 June 2023 || 10:00 AM – 10:50 AM (ET)

WG Chair: Prof Kannan Moudgalya
WG Secretary: Madhulika Goyal

The meeting was conducted virtually using Webex.

- **Call to Order:**
 - The WG Chair informed the WG members that the meeting will be recorded exclusively for the purpose of generating minutes and will be deleted as per rules.
 - The meeting was called to order by the WG Chair at 10:00 AM (ET).

- **Roll Call and Affiliation**
 - There were 13 attendees.
 - A Google sheet was shared for roll call and disclosure of affiliation.
 - Members were asked to update their employment and affiliation, if there were any changes.
 - Meeting quorum was established.
 - The list of attendees is enclosed below.

- **Approval of agenda**
 - The agenda for the current meeting was presented at the meeting.

Motion #01:

 - Prof Henry Chu made the motion to approve the agenda.
 - It was seconded by Prof Ravindra Vaidya.
 - All were in favour and hence the agenda was approved.

- **Approval of previous meeting minutes**
 - The minutes for the previous meeting were presented at the meeting.

Motion #02:

 - Usha Viswanathan made the motion to approve previous meeting minutes.
 - It was seconded by Madhuri Ganapathi.
 - 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**
 - Consolidated draft : Firuza Karmali
 - Minor changes received from Training Subgroup incorporated.
 - Updates received from the Dubbing Subgroup also incorporated.
 - Updated version will be uploaded in the iMeetCentral.
 - Reports from Subgroups
 - Creation Subgroup: (Prof Henry Chu, Subgroup Chair)
 - No meeting last month.
 - Will be resolving comments posted on iMeetCentral.
 - Dubbing Subgroup: (Usha Viswanathan, Subgroup Chair)
 - No meeting last month.
 - Will be resolving comments
 - Common Section (Section 7) : Prof Kannan Moudgalya
 - Comments received for [Draft for section 7](#) were discussed.

- **Plan of Action:**
 - Updated version of consolidated draft document to be uploaded in iMeetCentral.
 - The Creation Subgroup to resolve comments.
 - Details of code file to be added in section 4.
 - Subgroups to identify terms to be included in section 3, if any.
 - WG to suggest a suitable heading for section 7.

- **Next meeting:**
 - 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 13 July 2023.

- **Adjournment**
 - The meeting was adjourned at 10:50 AM (ET).

Minutes submitted by: Madhulika Goyal

List of Attendees:

standards.ieee.org

S.N.	Last Name	First Name	Affiliation
1	Chu	Cheehung Henry	University of Louisiana at Lafayette
2	Haba	Cristian-Gyozo	Gheorghe Asachi Technical University of Iasi
3	Karmali	Firuz	Indian Institute of Technology Bombay
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	Karmali	Nagesh	Indian Institute of Technology Bombay
8	Varkey	Nancy	Skillup Technologies
9	Rajendran	Ramkumar	Indian Institute of Technology Bombay
10	Venkitakrishnan	Rani	Indian Institute of Technology Bombay
11	Vaidya	Ravindra	Maharashtra Education Society's Senior College
12	Rathore	Shailendra Singh	Government PG Girls College
13	Viswanathan	Usha	Indian Institute of Technology Bombay