

IEEE P2955 Working Group
Meeting Minutes
14 September 2023 || 10:00 AM – 10:25 AM (ET)

WG Chair: Prof Kannan Moudgalya
WG Secretary: Madhulika Goyal

The meeting was conducted virtually using Webex.

- **Call to Order:**
 - WG members were informed 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 17 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:

 - Dr Ravindra Vaidya made the motion to approve the agenda.
 - It was seconded by Firuza karmali.
 - 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:

 - Madhuri Ganapathi made the motion to approve previous meeting minutes.
 - It was seconded by Prof Kumar Ramasamy.
 - 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)
 - Comments shared by WG Chair were discussed in the subgroup meeting and the subgroup draft write up was modified
 - Sec 4.4.1 is updated and incorporated in the subgroup draft
 - a. WG Chair explained the updates made to this section
 - Modified draft will be uploaded on iMeetCentral, members to share their comments and observations.
 - No meeting this month
 - **Dubbing Subgroup:** (Usha Viswanathan, Subgroup Chair)
 - During the subgroup meeting comments shared by the WG chair were discussed
 - The draft write-up is in the process of being modified
 - A meeting with the subgroup will be scheduled soon to discuss the modified subgroup draft
 - **Training Subgroup:** (Dr Rani Venkitakrishnan, Subgroup Chair)
 - No meeting last month
 - The subgroup chair is resolving the comments shared by WG Chair
 - Consolidated draft : Firuza Karmali
 - No new version of consolidated draft up
- **Action items:**
 - Subgroups to resolve the comments and update the drafts
 - WG members to share their suggestions/observations for the consolidated draft.

- **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 12 October 2023.

- **Adjournment**
 - The meeting was adjourned at 10:25 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	Karmali	Firuza	Indian Institute of Technology Bombay
5	Moudgalya	Kannan	Indian Institute of Technology Bombay
6	Ramasamy	Kumar	Knowledge Institute of Technology
7	Goyal	Madhulika	Indian Institute of Technology Bombay
8	Ganapathi	Madhuri	Indian Institute of Technology Bombay
9	Karmali	Nagesh	Indian Institute of Technology Bombay
10	Varkey	Nancy	Skillup Technologies
11	Venkat	Nirmala	Indian Institute of Technology Bombay
12	Rajendran	Ramkumar	Indian Institute of Technology Bombay
13	Venkitakrishnan	Rani	Indian Institute of Technology Bombay
14	Vaidya	Ravindra	Maharashtra Education Society's Senior College
15	Sidhwa	Sakina	Indian Institute of Technology Bombay
16	Rathore	Shailendra Singh	Government PG Girls College Sirohi (Rajasthan)
17	Viswanathan	Usha	Indian Institute of Technology Bombay