

IEEE P1241 Working Group  
Restart Meeting Agenda  
29 June 2021 / 12:00 PM – 3:00 PM (EDT)

1. Call to Order
2. Introductions and Roll Call
3. Reestablishment of Working Group Membership
4. Roberts Rules of Order Overview
5. Approval of the Agenda
6. TC10 Common Individual based WG P&P Review
7. Appointment of Officers
8. IEEE Patent & Copyright Policies
  - a. Call for Patents  
<https://development.standards.ieee.org/myproject/Public/mytools/mob/slideset.pdf>
  - b. Copyright Policy <https://standards.ieee.org/ipr/copyright-materials.html>
9. IEEE SA eTools
  - a. Listserv – email reflector
    - i. [STDS-P1241@LISTSERV.IEEE.ORG](mailto:STDS-P1241@LISTSERV.IEEE.ORG)
    - ii. [P1241-MBRS@LISTSERV.IEEE.ORG](mailto:P1241-MBRS@LISTSERV.IEEE.ORG)
  - b. WebEx – for virtual meetings
  - c. myProject - <https://development.standards.ieee.org/myproject-web/public/view.html#landing>
  - d. iMeet Central – document repository <https://ieee-sa.imeetcentral.com/p1241/>
  - e. WordPress – WG website <https://sagroups.ieee.org/1241/>
10. Review of Draft
  - a. General review
    - i. Major omissions, errors, etc.
  - b. Section reviews (21 pages):
    - i. Front matter
    - ii. Clause 1, Overview
    - iii. Clause 2, Normative references
11. Future Meetings
  - a. Frequency
  - b. Duration

12. Expectations for Meetings

- a. Volunteered tasks should be completed and made available for review by working group within two weeks of upcoming meeting
- b. Selected clauses should be reviewed, and comments with suggested changes provided to working group within two weeks of upcoming meeting

13. Tasks for next meeting

14. Adjourn