

IEEE P2955 Working Group  
Kick-off Meeting Agenda  
**Meeting Agenda**

13 MAY 2021/ 10:00 AM – 12:00 PM (EDT)

1. Call to Order
2. Roll Call and Disclosure of Affiliation  
*Affiliation FAQs:* <http://standards.ieee.org/faqs/affiliation.html>
3. Establishment of Working Group Membership
4. Approval of Agenda
5. Review of Working Group Policies & Procedures (P&Ps)
  - a. Membership and Attendance at Meetings (4.1 & 4.2)
6. Establishment of Officers
  - a. Appointment of Officers (Vice-Chair, Secretary)
7. IEEE SA Patent & Copyright Policies
  - a. IEEE Patent Policy by Vanessa Lalitte, IEEE  
Call for Patents <https://development.standards.ieee.org/myproject/Public/mytools/mob/slideset.pdf>
  - b. IEEE Copyright Policy by Vanessa Lalitte, IEEE  
Copyright <https://standards.ieee.org/ipr/copyright-materials.html>
8. Presentations
  - a. Background work through Spoken Tutorials by Kannan Moudgalya
  - b. Implementation aspects by the Spoken Tutorial Team
  - c. IEEE SA Standard Development Process by Vanessa Lalitte, IEEE
9. Brainstorming & Action Plan
10. Future Meetings
  - a. Discussion on Date and Location for the next meeting
11. Adjourn