

IEEE P2955 Working Group
Kick-off Meeting Minutes
13 MAY 2021/ 10:00 AM – 12:00 PM (EDT)
WG Chair: Prof. Kannan Moudgalya
WG Secretary: Ms Madhulika Goyal

The meeting was conducted virtually using Webex.

1. Call to Order:
 - *The meeting was called to order at 10:05 AM (ET).*
 - *Prof. Kannan Moudgalya started the session by welcoming everyone to the meeting.*
2. Roll Call and Affiliation
 - *All the participants introduced themselves and declared their affiliation.*
3. Establishment of Working Group Membership
 - *26 participants indicated their interest in becoming a WG member.*
4. Approval of agenda
 - *Dr. Ravindra P. Vaidya made the motion to approve the agenda*
 - *It was seconded by Dr. Ravi Sankar Chandu.*
 - *All were in favour hence the agenda was approved.*
5. Review of WG P&Ps
 - *Working Group Policies and Procedures were presented by Prof. Kannan Moudgalya.*
6. Establishment of Officers
 - *WG Chair indicated that he was appointed as the WGC of P2955 in accordance with the IEEE Learning Technology Standards Committee.*
 - *Per clause 3.1 of WG P&Ps the Vice Chair and Secretary for P2955 were appointed by the WGC. Prof. Ramkumar Rajendran was appointed as the WG Vice Chair. Madhulika Goyal was appointed as the WG Secretary.*
7. IEEE Patent Policy and Copyright Policy
 - *IEEE Patent Policy slides were displayed by Vanessa Lalitte.*
 - *Call for potentially essential patents was made. No one raised concerns for consideration.*
 - *IEEE copyright policy slides were displayed.*
 - *The copyright policy was presented. There were no questions or concerns raised.*
8. Technical Discussion
 - a) [Spoken Tutorial: Case study by Prof. Kannan Moudgalya](#)
Prof. Kannan Moudgalya presented a brief on existing processes of content creation, language translation and training. His presentation highlighted the steps involved in creation of audio-video tutorials; the side-by-side learning; use of timed discussion forum; training and workshop conducted on various topics. The presentation was followed by a Q&A session.
 - b) *Implementation aspects by the Spoken Tutorial Team.*

Prof. Kannan invited other members already involved in creating and training. Nancy Varkey briefly spoke about the quality checks in the content creation process. Akansha Sani in a nutshell spoke about implementation of the training programme. These talks were followed by a Q&A session.

c) [IEEE SA Standard Development Process by Vanessa Lalitte. IEEE SA](#)

Vanessa Lalitte gave an insight into the IEEE SA standard development process. Her presentation included information on eTools, lifecycle and principles of standard development, working groups, and considerations for drafting the standards, balloting and creating the standards. The presentation was followed by a Q&A session.

WGC invited Dr. Sarbani Belur to speak on how the PAR came into existence.

Dr. Sarbani Belur gave a brief summary.

9. Next meeting

- *Meeting will be held every **second Thursday** of the month at **10 AM ET** for the **duration of one hour**.*

10. Adjournment

- *WG Chair adjourned the meeting at [time]: 12:08 PM ET*

Minutes submitted by: [Madhulika Goyal]