

IEEE P2955 Working Group
Meeting Minutes
09 December 2021 || 10:00 AM – 11:00 AM (ET)

WG Vice Chair: Prof Ramkumar Rajendran
WG Secretary: Ms Madhulika Goyal

The meeting was conducted virtually using Webex.

- **Call to Order:**
 - Prof Ramkumar Rajendran, the WG Vice 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 Vice Chair at 10:00 AM (ET).

- **Roll Call and Affiliation**
 - There were 19 attendees. A Google sheet was shared for roll call and disclosure of affiliation.
 - The list of attendees is enclosed below.
 - Meeting quorum was established.

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

Motion #01:

 - Madhulika Goyal made the motion to approve the agenda.
 - It was seconded by Nagesh Karmali.
 - All were in favour and hence the agenda was approved.

- **Approval of previous meeting minutes**
 - The minutes for the previous meeting (11 November 2021) were presented at the meeting.

Motion #02:

 - Prof Kumar Ramasamy made the motion to approve previous meeting minutes.
 - It was seconded by Hasan Gokce.
 - All were in favour hence the previous meeting minutes were approved.

- **IEEE Patent Policy**
 - IEEE Patent Policy slides were displayed by the WG Vice Chair
 - 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 Vice Chair
 - There were no questions or concerns raised.

- **Technical Demonstration/Presentation/Discussion**
 - *Reports from Subgroups:*
 - *Creation Subgroup* (Madhulika Goyal on behalf of Prof Henry Chu, Subgroup Chair):
The group looked at the content creation aspects (learning objectives) and is now working on developing the outline.
 - *Training Subgroup* (Nagesh Karmali on behalf of Prof Ravindra Vaidya, Subgroup Chair):
A rough draft outline/ Table of content for Training is shared with the subgroup members.
 - *Dubbing Subgroup* (Usha Viswanathan, Dubbing Subgroup Chair) :
The [draft table of content](#) is created. Now the subgroup will be creating a detailed outline.
- **New Business:**
 - Subgroups will work on a detailed outline.
- **Action item:**
 - Subgroup chairs to interact with the subgroup members and create detailed outlines.

Motion #03: To end the meeting early

- Usha Viswanathan made the motion to end the meeting early.
- It was seconded by Prof Kumar Ramasamy.
- All were in favour; the meeting ended early.
- **Next meeting:**
 - Our 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 January 2022..
- **Adjournment**
 - WG Vice Chair adjourned the meeting at 10:32 AM (ET).

Minutes submitted by: Madhulika Goyal

List of Attendees:

S.N.	Last Name	First Name	Affiliation
1	Saini	Akanksha	Indian Institute of Technology Bombay
2	Bansod	Anurag	None
3	Tony	Bella	Indian Institute of Technology Bombay
4	Karmali	Firuz	Indian Institute of Technology Bombay
5	Gokce	Hasan	TGA
6	Ramasamy	Kumar	Muthayammal Engineering College, Tamil Nadu, India
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	Indian Institute of Technology Bombay
11	Venkat	Nirmala	Indian Institute of Technology Bombay
12	Kushalkar	Rajesh	Indian Institute of Technology Bombay
13	Rajendran	Ramkumar	Indian Institute of Technology Bombay
14	Sidhwa	Sakina	Indian Institute of Technology Bombay
15	Rathore	Shailendra Singh	Mohan Lal Sukhadiya University , Udaipur. Rajasthan . India
16	Kaliappan	Snehalatha	Indian Institute of Technology Bombay
17	Singh	Tanvir	Indian Institute of Technology Bombay
18	Viswanathan	Usha	Indian Institute of Technology Bombay
19	Lalitte	Vanessa	IEEE SA