

IEEE P2955 Working Group
Meeting Minutes
10 February 2022 || 10:00 AM – 11:00 AM (ET)

WG Chair: Prof Kannan Moudgalya
WG Secretary: Ms Madhulika Goyal

The meeting was conducted virtually using Webex.

- **Call to Order:**
 - The WG 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 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 affiliation, if there were any changes.
 - 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:

 - Usha Viswanathan made the motion to approve the agenda.
 - It was seconded by Rajesh Kushalkar.
 - All were in favour and hence the agenda was approved.
- **Approval of previous meeting minutes**
 - The minutes for the previous meeting (13 January 2022) were presented at the meeting.

Motion #02:

 - Nagesh Karmali made the motion to approve previous meeting minutes.
 - It was seconded by Dr Bella Tony.
 - All were in favour hence the previous meeting minutes were approved.
- **IEEE Patent Policy**
 - IEEE Patent Policy slides were displayed by the WG 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 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, Creation Subgroup Chair):*
 - Meetings were conducted as per schedule to discuss and create the [final draft of the Table of Content](#).
 - Next meeting will be on February 15 and the subgroup is expected to start dividing the writing among the subgroup members
- *Dubbing Subgroup (Usha Viswanathan, Dubbing Subgroup Chair):*
 - [Table of content](#) draft is ready.
 - Working on the [detailed outline](#).
 - Will be dividing the work and start writing the content.
 - Upcoming meetings: second and fourth Monday of every month.
- *Training Subgroup (Dr Rani Venkitakrishnan, Training Subgroup Chair):*
 - The [table of content](#) is ready to expand and go on to the next level.
 - The meeting on 14 February was adjourned and was conducted on 21 February. The meeting on 28 February was conducted as per schedule.
 - Upcoming meetings: second and fourth Friday of every month.
- *Discussion on Tentative Draft Table of Content*
 - WG Secretary presented the [Tentative Draft Table of Content \(overall summary\)](#). WG members suggestions/ comments were noted down by the subgroup members for further discussion in their respective subgroups.
- **Action item:**
 - Subgroups :
 - to look at their draft table of content in the light of the other subgroup's draft table of content and make changes accordingly, if required.
 - to discuss and identify the terminology that can be used consistently while writing the document. For example, should we call "self learning tutorials" or "spoken tutorials" or "video tutorials". Similarly, should we call "additional material", or "supplementary material" or "auxiliary material".
 - Revised draft table of content draft to be shared with the WG for their review and feedback/suggestions.

Motion #03: To end the meeting early

- Madhulika Goyal made the motion to end the meeting early.
- It was seconded by Prof Ravindra Vaidya.
- 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 10 March 2022.
- **Adjournment**
 - The meeting was adjourned at 10:52 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	Haba	Cristian-Gyozo	Gheorghe Asachi Technical University of Iasi
3	Karmali	Firuza	Indian Institute of Technology Bombay
4	Moudgalya	Kannan	Indian Institute of Technology Bombay
5	Ramasamy	Kumar	Muthayammal Engineering College, Tamil Nadu, India
6	Goyal	Madhulika	Indian Institute of Technology Bombay
7	Ganapathi	Madhuri	Indian Institute of Technology Bombay
8	Karmali	Nagesh	Indian Institute of Technology Bombay
9	Venkat	Nirmala	Indian Institute of Technology Bombay
10	Kushalkar	Rajesh	Indian Institute of Technology Bombay
11	Venkitakrishnan	Rani	Indian Institute of Technology Bombay
12	Sidhwa	Sakina	Indian Institute of Technology Bombay
13	Rathore	Shailendra Singh	Mohan Lal Sukhadiya University, Udaipur. Rajasthan, India
14	Kaliappan	Snehalatha	Indian Institute of Technology Bombay
15	Viswanathan	Usha	Indian Institute of Technology Bombay
16	Vaidya	Ravindra	MES' Institute of Management and Career Courses (IMCC), Pune
17	Lalitte	Vanessa	IEEE SA