

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

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

The meeting was conducted virtually using Webex.

- **Call to Order:**
 - 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.
 - Members were asked to update their affiliation, if there were any changes.
 - 1 new participant indicated interest in becoming a WG member.
 - 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:

 - Ravi Shankar Chandu made the motion to approve the agenda.
 - It was seconded by Madhulika Goyal.
 - All were in favour and hence the agenda was approved.
- **Approval of previous meeting minutes**
 - The minutes for the previous meeting (10 February 2022) were presented at the meeting.

Motion #02:

 - Usha Viswanathan made the motion to approve previous meeting minutes.
 - It was seconded by Rajesh Kushalkar.
 - 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 (Prof Henry Chu, Creation Subgroup Chair):*
 - [Draft Table of content](#) was explained briefly
 - Subgroup preference for terms: Auxiliary Material and Self-Learning Video Tutorial
 - Next meeting will be in April 2022
 - *Dubbing Subgroup (Usha Viswanathan, Dubbing Subgroup Chair):*
 - Table of content will be revised based on the feedback
 - Subgroup preference for the terms: Auxiliary Material and Self-Learning Tutorial
 - Pilot workshop not a part of this section
 - Subgroup will meet on 16 March 2022, instead of 14 March 2022
 - *Training Subgroup (Dr. Rani Venkitakrishnan, Training Subgroup Chair):*
 - Members are writing the draft content
 - Subgroup preference for the terms: Additional Material, Supplementary Material and Auxiliary Material all will be used. Self-Learning Tutorial will be used for the tutorials.
 - WG members' comments on online/offline learning, feedback collection, competencies for self learning were answered.
- Discussion on Tentative Draft Table of Content
 - WG Secretary presented the updated [Tentative Draft Table of Content](#). WG members suggestions/ comments were noted down.
- **Action item:**
 - Revised draft table of content to be shared with the WG for their review and feedback/suggestions.
 - All the three subgroups are writing the draft now. They will do peer review in the month of April and in May they will share their respective drafts with the WG
- **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 14 April 2022.
- **Adjournment**
 - The meeting was adjourned at 11:00 AM (ET).

Minutes submitted by: Madhulika Goyal

List of Attendees:

standards.ieee.org

S.N.	Last Name	First Name	Affiliation
1	Saini	Akanksha	Indian Institute of Technology Bombay
2	Tony	Bella	Indian Institute of Technology Bombay
3	Chu	Cheehung Henry	University of Louisiana at Lafayette
4	Haba	Cristian-Gyozo	Gheorghe Asachi Technical University of Iasi
5	Karmali	Firuza	Indian Institute of Technology Bombay
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	Kushalkar	Rajesh	Indian Institute of Technology Bombay
12	Rajendran	Ramkumar	Indian Institute of Technology Bombay
13	Venkitakrishnan	Rani	Indian Institute of Technology Bombay
14	Sankar Chandu	Ravi	Society for Engineering Education India
15	Bates	Regis (Bud)	TCIC, Inc.
16	Sidhwa	Sakina	Indian Institute of Technology Bombay
17	Kaliappan	Snehalatha	Indian Institute of Technology Bombay
18	Singh	Tanvir	Indian Institute of Technology Bombay
19	Viswanathan	Usha	Indian Institute of Technology Bombay