

IEEE P2955 Working Group  
Meeting Minutes  
**08 September 2022 || 10:00 AM – 10:20 AM (ET)**

WG Chair: Prof Kannan Moudgalya  
WG Secretary: 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 16 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.
    - Meeting quorum was established.
  - The list of attendees is enclosed below.
  
- **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 Firuza Karmali.
  - All were in favour and hence the agenda was approved.
  
- **Approval of previous meeting minutes**
  - The minutes for the previous meeting were presented at the meeting.

**Motion #02:**

  - Prof Henry Chu made the motion to approve previous meeting minutes.
  - It was seconded by Prof Ravindra Vaidya.
  - 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 (Prof Henry Chu, Creation Subgroup Chair):*
      - Uploaded the latest subgroup draft write-up for feedback on ImeetCentral
    - *Dubbing Subgroup ( Usha Viswanathan, Dubbing Subgroup member)*
      - Uploaded the latest subgroup draft write-up and draft TOC for feedback on ImeetCentral
    - *Training Subgroup*
      - No meeting last month
  - Discussion on Tentative Draft Table of Content
    - There were no changes/feedback for the draft TOC
- **Action Item:**
  - All subgroups will be working on draft write-ups and chapter 2 ,3 and 8
  - Subgroups to share the draft 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 13 October 2022.
- **Adjournment**
  - The meeting was adjourned at 10:20 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	Chu	Cheehung Henry	University of Louisiana at Lafayette
3	Haba	Cristian-Gyozo	Gheorghe Asachi Technical University of Iasi
4	Karmali	Firuz	Indian Institute of Technology Bombay
5	Moudgalya	Kannan	Indian Institute of Technology Bombay
6	Ramasamy	Kumar	Rajalakshmi Institute of Technology, Chennai, 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	Sankar Chandu	Ravi	Society for Engineering Education India
15	Vaidya	Ravindra	Maharashtra Education Society's Senior College, Pune, India
16	Viswanathan	Usha	Indian Institute of Technology Bombay