

IEEE P2955 Working Group
Meeting Minutes
09 February 2023 || 10:00 AM – 10:24 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 15 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:

 - Prof Henry Chu 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 were presented at the meeting.

Motion #02:

 - Madhuri Ganapathi made the motion to approve previous meeting minutes.
 - It was seconded by Prof Kumar Ramasamy.
 - 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, Subgroup Chair)
 - No meeting conducted last month.
 - Dubbing Subgroup: (Madhulika Goyal, Subgroup Member)
 - Meetings were not held last month.
 - Training Subgroup: (Dr Rani Venkitakrishnan, Subgroup Chair)
 - There was a meeting held in Jan and a few comments were addressed.
 - A separate meeting with the WG Chair (and a few subgroup members) was held to resolve a few comments.
 - The updates from both the meetings will be shared through iMeetCentral.
- **Plan of Action:**
 - The Creation Subgroup will meet next on March 7 and update the document in the iMeetCentral.
 - The Training Subgroup will update the document in iMeetCentral.
- **Action Items:**
 - WG members to share their suggestions/observations on the consolidated draft through iMeetCentral.
 - Subgroups to resolve the comments in the consolidated draft, if any.
 - Changes/discussions/updates to be recorded in the iMeetCentral.
- **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 09 March 2023.
- **Adjournment**
 - The meeting was adjourned at 10:24 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 | Chu | Cheehung Henry | University of Louisiana at Lafayette |
| 3 | Haba | Cristian-Gyozo | Gheorghe Asachi Technical University of Iasi |
| 4 | Ramasamy | Kumar | Rajalakshmi Institute of Technology, Chennai, India |
| 5 | Goyal | Madhulika | Indian Institute of Technology Bombay |
| 6 | Ganapathi | Madhuri | Indian Institute of Technology Bombay |
| 7 | Varkey | Nancy | Indian Institute of Technology Bombay |
| 8 | Venkat | Nirmala | Indian Institute of Technology Bombay |
| 9 | Kushalkar | Rajesh | Indian Institute of Technology Bombay |
| 10 | Rajendran | Ramkumar | Indian Institute of Technology Bombay |
| 11 | Venkitakrishnan | Rani | Indian Institute of Technology Bombay |
| 12 | Vaidya | Ravindra | Maharashtra Education Society's Senior College, Pune, India |
| 13 | Sidhwa | Sakina | Indian Institute of Technology Bombay |
| 14 | Kaliappan | Snehalatha | Indian Institute of Technology Bombay |
| 15 | Viswanathan | Usha | Indian Institute of Technology Bombay |