

IEEE P2955 Working Group  
Meeting Minutes  
**13 April 2023 || 10:00 AM – 10:30 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 employment and 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 Prof Ravindra Vaidya.
  - 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:**

  - 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 Secretary.
  - 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 Secretary.
  - There were no questions or concerns raised.
  
- **Technical Demonstration/Presentation/Discussion**
  - Reports from Subgroups
    - Creation Subgroup: (Prof Henry Chu, Subgroup Chair)
      - Last meeting was in March. Modifications in the draft were discussed.
      - Updated draft was shared with Firuza to be included in the consolidated draft.
      - Call for sample (templates) content for sec 4.3.1.
    - Dubbing Subgroup: (Usha Viswanathan, Subgroup Chair)
      - Meetings were not held last month.
      - Dubbing group will look at sec 5 in the consolidated draft and make necessary modifications.
  - Consolidated draft
    - The Creation Section was updated in the consolidated draft.
    - The [updated consolidated draft](#) was uploaded on iMeetCentral.
  
- **Plan of Action:**
  - To make the necessary changes (non-technical) in the consolidated draft document, take inputs from the subgroups chair and share with the WG.
  - To create a draft write-up for sec 7 ([ref.: table of content](#)).
  - To share a sample template for sec 4.3.1.
  
- **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.
  
- **Next meeting:**
  - 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 11 May 2023.
  
- **Adjournment**
  - The meeting was adjourned at 10:30 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	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	Karmali	Nagesh	Indian Institute of Technology Bombay
9	Varkey	Nancy	Indian Institute of Technology Bombay
10	Venkat	Nirmala	Indian Institute of Technology Bombay
11	Kushalkar	Rajesh	Indian Institute of Technology Bombay
12	Rajendran	Ramkumar	Indian Institute of Technology Bombay
13	Vaidya	Ravindra	Maharashtra Education Society's Senior College, Pune, India
14	Sidhwa	Sakina	Indian Institute of Technology Bombay
15	Kaliappan	Snehalatha	Indian Institute of Technology Bombay
16	Viswanathan	Usha	Indian Institute of Technology Bombay