

IEEE P2955 Working Group
Meeting Minutes
09 November 2023 || 10:00 AM – 10:25 AM (ET)

WG Chair: Prof Kannan Moudgalya
WG Secretary: Madhulika Goyal

The meeting was conducted virtually using Webex.

- **Call to Order:**
 - WG members were informed 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 14 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 Usha Viswanathan.
 - 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 Ravindra Vaidya made the motion to approve previous meeting minutes.
 - It was seconded by Prof Kumar R.
 - 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)
 - No meeting last month
 - The [subgroup draft is already incorporated in the consolidated draft](#) (refer to section 4 in the document)
 - Subgroup Chair has reviewed the consolidated draft and shared observations with the WG Chair and other Subgroup chairs
 - Dubbing Subgroup: (Usha Viswanathan, Subgroup Chair)
 - No meeting last month
 - [Subgroup draft](#) was circulated for subgroup's review
 - Suggestions and observations were resolved
 - The [updated subgroup draft](#) is now ready to be incorporated into the consolidated draft
 - Training Subgroup: (Dr Rani Venkitakrishnan, Subgroup Chair)
 - Three meetings were conducted last month to resolve the comments
 - Modified version of the [subgroup draft](#) is uploaded on iMeetCentral for the review and comments
 - Consolidated draft (Prof Kannan Moudgalya) :
 - The latest drafts for all the subgroups are available on iMeetCentral. It has to be integrated and a coherent document has to be created.

- **Action items:**
 - Madhulika Goyal to share the link for the three subgroup draft with the WG
 - WG members to share their suggestions/observations
 - To update the consolidated draft document and share with the WG for review

- **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 will be on 14 December 2023.

- **Adjournment**
 - The meeting was adjourned at 10:25 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	Moudgalya	Kannan	Indian Institute of Technology Bombay
5	Ramasamy	Kumar	Knowledge Institute of Technology
6	Goyal	Madhulika	Indian Institute of Technology Bombay
7	Ganapathi	Madhuri	Indian Institute of Technology Bombay
8	Varkey	Nancy	Skillup Technologies
9	Venkat	Nirmala	Indian Institute of Technology Bombay
10	Venkitakrishnan	Rani	Indian Institute of Technology Bombay
11	Vaidya	Ravindra	Maharashtra Education Society's Senior College
12	Sidhwa	Sakina	Indian Institute of Technology Bombay
13	Kaliappan	Snehalatha	Indian Institute of Technology Bombay
14	Viswanathan	Usha	Indian Institute of Technology Bombay