

IEEE P2955 Working Group  
Meeting Minutes  
**11 January 2024 || 10:00AM – 11:00AM (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 13 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 Ravindra Vaidya made the motion to approve the agenda.
  - It was seconded by Prof Henry Chu.
  - 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 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)
      - Subgroup met on 10 Jan 2024
      - Discussed comments and suggestions
      - Call for relevant references to the subgroup
    - Dubbing Subgroup: (Usha Vishwanathan, Subgroup Chair)
      - Subgroup met on 8 Jan 2024
      - Discussed and resolved comments and suggestions
      - WG's suggestion required for modification at two places
      - Relevant references for incorporation in the draft document will be shared
    - Training Subgroup: (Dr Rani Venkitakrishnan, Subgroup Chair)
      - Subgroup met on 9 Jan 2024
      - Discussed and resolved comments and suggestions
  - Consolidated draft ( Prof Kannan Moudgalya ) :
    - Presented the summary of the three subgroups suggestions to be incorporated into the draft document
    - WG members discussed sec 4.2 ( page no 11) wrt to point no. 2, 3, 6, and 7
    - Call for relevant references to the WG member
    - Updated draft will be shared for WG review over the iMeetCentral.
  
- **Action items:**
  - Prof Kannan Moudgalya will incorporate the suggestions and share the updated version of the consolidated draft.
  - Next meeting the two concerns of the dubbing group will be discussed.
  
- **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 08 February 2024.
  
- **Adjournment**
  - The meeting was adjourned at 11:00 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	Venkitakrishnan	Rani	Indian Institute of Technology Bombay
10	Vaidya	Ravindra	Maharashtra Education Society's Senior College
11	Sidhwa	Sakina	Indian Institute of Technology Bombay
12	Kaliappan	Snehalatha	Indian Institute of Technology Bombay
13	Viswanathan	Usha	Indian Institute of Technology Bombay