IEEE SA **STANDARDS ASSOCIATION**

IEEE P2955 Working Group
Meeting Minutes-APPROVED
16 Jan 2025 || 10:00 AM – 11:00 AM (ET)

WG Chair: Prof Kannan Moudgalya
WG Secretary: Madhulika Goyal

The meeting was conducted virtually using Webex.

The WG monthly meeting on second Thursday (9 Jan) could not be conducted due to a technical glitch. Hence it was rescheduled to 16 Jan at 10 am ET.

- **Call to Order:**
  - 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 to check their employment and affiliation, notify changes, if any
    - Meeting quorum was established
  - The list of attendees is enclosed below

- A**pproval 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 Madhulika Goyal
  - 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 Usha Viswanathan
  - 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.

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- **Technical Demonstration/Presentation/Discussion**
  - [Formation of Comment Resolution Group (CRG)](link)
    - Formation of a CRG to address the ballot period comments
    - CRG will meet separately to review, resolve and provide disposition details for all the comments
    - CRG will update and discuss the comment's disposition details with the WG
    - Call to join CRG made to WG; members joined; Prof Henry Chu to lead this group

- **Action items**
  - Madhulika Goyal to share the ballot comments with the CRG
  - CRG will be having its first meeting on Monday (20 Jan) at 7:00 AM ET (5:30 PM IST)
    - Prof Henry Chu will share the meeting details
  - Next meeting CRG will present the discussion summary to the working group

- **Announcements**
  - LTSC Website: https://sagroups.ieee.org/ltsc/
    - To Subscribe: https://sagroups.ieee.org/ltsc/ltsc-email-reflector-subscribe/

- **Next meeting**
  - The next meeting will be on 13 Feb 2025 at 10:00 AM (ET) for the duration of one hour.

- **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	Moudgalya	Kannan	Indian Institute of Technology Bombay
5	Goyal	Madhulika	Indian Institute of Technology Bombay
6	Ganapathi	Madhuri	Indian Institute of Technology Bombay
7	Varkey	Nancy	Self
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	Rathore	Shailendra Singh	Government PG Girls College Sirohi (Rajasthan)
13	Kaliappan	Snehalatha	Indian Institute of Technology Bombay
14	Viswanathan	Usha	Indian Institute of Technology Bombay