IEEE 802-ec-18-0230-00

Minutes, IEEE 802 Task Force Meeting, 2018-11-15

10:30-12:30

Bangkok

Attendance:

Paul Nikolich (Chair)

Roger Marks (secretary)

David Law

Jay Holcomb

Glenn Parsons

Dorothy Stanley

Jonathan Goldberg, IEEE-SA (remote, open portion of meeting only)

The Chair called the meeting to order at 10:44 am. He requested and obtained introductions of the participants. The Chair presented a draft agenda. Law moved to adopt the agenda as amended. Parsons seconded. The motion was agreed without objection.

**Agenda**

**Open portion of meeting:**

1. **IEEE SA tools update & discussion, 10 min; Marks or Law**
2. **Web conferencing service alternative(s) discussion, 10 min; Law**
3. **(Possible) update on availability of Get program Terms and Conditions, 5 min; Law**
4. **Identify process to resolve broken links due to SA website**
5. **Any other business, 5 min, all?**
6. **Action item review, 5 min, Nikolich reconfig**

**Closed portion of meeting:**

* **Develop a response to SA regarding lack of in person staff support at plenary**
* **To be determined**

**Adjourn**

**IEEE SA tools update & discussion**

There was discussion about information from Adam Newman about the revision of myProject.

*Goldberg agreed to provide more detailed information on the myProject update schedule, including information on the transition plan, by November 26.*

There was discussion about requirements for Mentor and IMAT. *Parsons and Law agreed to develop initial requirements documents for Mentor and IMAT within about a month*.

**Web conferencing service alternative(s) discussion, 10 min; Law**

There was discussion indicating problems with the current web conferencing tool provided to the sponsor. Volunteers requested that IEEE-SA support alternative tools. *Goldberg agreed to get an estimate after Law delivers to him (within 30 days) a list of feature requirements for web conferencing service*.

**Update on availability of Get program** **Terms and Conditions, 5 min; Law**

Law noted that Goldberg had provided with him an updated set of Terms and Conditions that met some concerns he had expressed regarding the use of documents in conjunction with work assignments. He noted that the Get program requires the user to agree to some Terms and Conditions but does not specify how to see those Terms and Conditions. *Goldberg agreed to try to get Terms and Conditions readily available by 30 November*.

**Identify process to resolve broken links due to SA website**

Nikolich noted that a recent IEEE web update had changed many links, which resulted in many link failures. *Goldberg agreed to try to provide, by December 15, a list of redirect links, a list of links that are not being redirected, and a process to request the movement of specific links from the second list to the first.*

**Any other business, 5 min, all?**

Parsons mentioned Open Source and concerns raised in EC-18-0218. He reported that staff has assured him that those concerns will be addressed.

**Action item review, 5 min**

Marks read back the action items (italicized above) and these were agreed.

**Closed portion of meeting:**

* Develop a response to SA regarding lack of in person staff support at plenary, Nikolich, 15 min.
	+ *Nikolich will take the action to draft a requirements document for IEEE-SA staff needs and circulate it among the closed meeting partipants by November 30.*
* To be detemined.

**Adjourn**

The meeting was adjourned at 12:26.