Action Items Summary

John D'Ambrosia, Futurewei, U.S. Subsidiary of Huawei
Recording Secretary, IEEE 802 LMSC
Updated 01 Feb 2022

IEEE 802 EC May 4, 2021 Teleconference

3.05	D'Ambrosia	investigate storage of recorded tutorials. Update to be provided at June Teleconference 6/1 – in process 7/9 – in process. D'Ambrosia setting up Youtube channel for 802 videos. 9/7 – in process 11/19 – in process 1 / 4 – in process 2/1 – in process (D'Ambrosia requested a sample recorded tutorial to work with).

IEEE 802 Nov 2021 Plenary Opening Meeting (5 Nov 2021)

5.14	All	Email Andrew Myles any feedback regarding their experience with virtual meetings. 1 / 4/ 22 – limited feedback to date. 2/1/22 – Myles is considering development of a survey and possible use of interviews.

IEEE 802 Nov 2021 Plenary Closing Meeting (19 Nov 2021)

8.022	Parsons	Prepare a framework for ITU WSIS conference on TSN. 1 / 4 / 22 – in process 2/1 /22 – in process
8.024	802 WG / TAG Chairs	Review WG / TAG webpages for use of 802 Twitter / LinkedIn logos and Google Analytics code 1 / 4 / 22 – in process. 2/1/22 – in process (D'Ambrosia will reach out to chairs to confirm)

IEEE 802 EC 04 Jan 2022 Teleconference

3.03	Nikolich	Prepare communication to participants regarding Reset of March 2022 Registration fees by 06 Jan 2022. Communication should reiterate the drive to get back to face-to-face meetings and address future meeting fees. 2/1/22- completed
3.03	Zimmerman	Obtain feedback from IEEE Risk Management on appropriate process for handling participants who have already registered for the March 2022 Plenary at the lower meeting fee. 2/1/22 – completed – before actual announcement of lowering fees
3.05	Nikolich / D'Ambrosia	Update message on 802 Front Page regarding March 2022 Plenary. 2/1/22 – completed. Future messages should include times & time zones as well as dates.

3.06	WG / TAG Chairs	Forward Parson's updated agenda of 802 Technical Plenary to respective groups.
		2/1/11 - completed