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| IEEE 802 |  | **Paul Nikolich** |
| Local and Metropolitan Area Network Standards Committee | **Chair, IEEE 802 LMSC** |
| IEEE_Logo_HighRez |  |
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| **To:** | 21 DEC 2020 802/SA Task Force meeting participants | **CC:** IEEE 802 Executive Committee |
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| **Subject:** | 21 DEC 2020 802/SA Task Force meeting notes |
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| **Date:** | 21 DEC 2020 |  |
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Electronic meeting called to order: 2:00pm ET 21 DEC 2020

Participants: see Appendix

* 1. 802/SA Task Force draft agenda:
	Open portion of meeting:
		1. IEEE SA tools update & discussion
			1. Remote meeting tools:
				1. web conferencing,
				2. remote voting,
				3. hybrid (i.e., in person and remote participants) meetings
			2. Document Creation
				1. Framemaker licenses
				2. SA to potentially fund Framemaker licenses – status update
			3. Mentor replacement investigation – status update
	2. Schedule next meeting TBD
		1. ~~Public Visibility Standing Committee update, 5 min, D’Ambrosia~~
	3. Any other business, 5 min, all?
	4. Action item review, 5 min, Nikolich
	5. ~~Closed portion of meeting:~~
		1. ~~None at this time~~
	6. Adjourn

Notes:

Agenda approval -- no objections, above agenda approved

Reminder to sign into IMAT for attendance recording

1. Tools update, remote meeting tools,
	1. web conferencing—SA will continue to support, even after in person meetings resume
	2. remote voting – SA has procured license for Direct Vote Live (DVL), SA will continue to support going forward. There is no a cap to the number of simultaneous meetings using DVL.
	Erin – AI: determine the degree of staff support necessary
	3. hybrid meetings – no plans to support from the SA,
	Erin Action Item – will ask Adam Newman if this is something that can be supported?
	-- should begin investigation immediately
	-- plenary’s have professional audio support
	-- need to keep in mind, we need to support many simultaneous meetings, this could become prohibitively expensive
	-- things have changed this year, hybrid capabilities have improved a lot recently, we need to kick off a study
	-- hybrid meetings are a reality we need to pay attention to. A list of requirements should be developed – what are we looking for?
	-- we need to understand the capabilities of hybrid meeting platforms, we need to kick off an examination of hybrid meeting requirements and viability.
	4. Framemaker licenses – 5 licenses until mid-2021, $500/license. Jodi was speaking with Yvette, the standards committee has to oversee management of the licenses.
	Erin AI – check with Adam feasibility of allocation SA budget to cover future license expenses
	-- volunteer FM licenses reduces the amount of staff time needed for publication
	-- concern for the value of the 802 FM experiment because of the 1 year time limit.
	-- we should obtain a license for the duration of a project, otherwise it is unlikely an editor will take advantage of it.
	5. Mentor replacement investigation – status update
	-- SA is working with an outside consultant, Fresh Consulting, assessing Mentor, IMAT and IMEET
	-- outside consultant will be conducting interviews with JonR, RogerM, DavidL with DorothyS and GlennP as backup to obtain input on needs of 802
	-- is there a project plan/milestones identified? AI: Erin will check with Adam.
	-- Mentor is the best of all the doc tools we use! It is not modern and flashy, which are things we don't need. We need reliable versioning ands a UI that does not require high bandwidth.
2. Tentative schedule next meeting for Monday 01 March 2-3pm ET
3. Any other business – none
4. Closed portion of meeting -- none
5. Meeting adjourned at 2:47pm ET