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| IEEE 802 |  | **Paul Nikolich** |
| Local and Metropolitan Area Network Standards Committee | **Chair, IEEE 802 LMSC** |
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| **To:** | 01 MAR 2021 802/SA Task Force meeting | **CC:** IEEE 802 Executive Committee |
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| **Subject:** | 01 MAR 2021 802/SA Task Force meeting notes |
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| **Date:** | 01 MAR 2021 |  |
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Electronic meeting called to order: 2:00pm ET 21 DEC 2020 Participants: see Appendix

802/SA Task Force draft agenda:

Open portion of meeting:

1. IEEE SA tools update & discussion
	1. Remote meeting tools:
		1. Mentor, etc. tools – replacement study status, schedule, requirements, etc.
		2. hybrid (i.e., in person and remote participants) meetings
	2. Document Creation
		1. SA funding of Framemaker licenses – status update
2. Schedule next meeting 4-5pm ET 07 Monday June 2021
3. Any other business, 5 min, all?
4. Action item review, 5 min, Nikolich
5. Adjourn

Notes:

Agenda approval -- no objections, above agenda approved

1. Tools update, remote meeting tools,
	1. Mentor, etc. tools – replacement study status, schedule, requirements, etc
	-- SA is working with an outside consultant, Mark Wallace of Fresh Consulting, assessing Mentor, IMAT and IMEET
	-- outside consultant completed 802 EC interviews to obtain input on needs of 802 with JonR and DavidL (RogerM not interviewed, despite being on the list from DEC2020 802/SA TF).
	-- backup 802 interviewees not interviewed: DorothyS and GlennP
	-- AI: Erin will follow up with Fresh Consulting regarding interviews..
	-- Fresh Consulting preparing recommendations to present to the IEEE Standards Association Board of Governors Vice President of Platform Infrastructure Optimization Strategic Management and Delivery Committee, Andrew Myles
	-- Request -- when a decision will be made?
	-- Andrew has not formed the committee, timeline is unknown at this time
	-- project plan/milestones identified? AI: Andrew’s committee to identify milestones.
	2. hybrid meetings –
	-- JonR is leading a hybrid meeting sub ad hoc under the auspices of the 802 reorganization ad hoc
	-- preliminary work is under way (requirements, identification of cost drivers, etc.), a significant amount of work remains to be done
	-- as a member of the IEEE Technical Activities Conference Committee JonR is able to leverage some of their hybrid meeting investigation work
	-- hybrid meeting is a broad, highly variable term depending on the application
	-- plenary’s have professional audio support
	-- costs are unknown at this time,
	-- timeline for hybrid meetings should include near term (i.e., COVID driven) and long term requirements
	JonR AI – to convene Hybrid Meeting sub ad hoc meeting to work on all of the above
	3. Framemaker licenses
	-- no progress on feasibility of SA funding 802’s Framemaker license needs
	-- decision rests with the IEEE Standards Association senior leadership team: Adam Newman, Matt Ceglia, Alpesh Shah, Karen McCabe and Kelly?
	Jodi AI – obtain feedback on SA budget to cover future license expenses by 31 March 2021
	-- volunteer FM licenses reduces the amount of staff time needed for publication

1. Tentative schedule next meeting for Monday 07 June 2021 4-5pm ET
2. Any other business – none
3. Meeting adjourned at 2:47pm ET

Appendix: Meeting attendees

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| Paul Nikolich | Jon Rosdahl | Ben Rolfe | Clint Powell |
| Dorothy Stanley | Steve Shellhammer | Ashely Moran | Christian Orlando |
| Christy Bahn | Clint Chaplin | David Law | Erin Morales |
| Geoff Thompson | Glenn Parsons | Jay Holcomb | Jessy Royer |
| Jodi Haasz | Andrew Myles | John D’Ambrosia | Joe Levy |
| Max Riegel | Michelle Turner | Roger Marks | Stuart Kerry |
| Tim Godfrey |  |  |  |
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