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| IEEE 802 |  | **Paul Nikolich** |
| Local and Metropolitan Area Network Standards Committee | **Chair, IEEE 802 LMSC** |
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| **To:** | 802/SA Task Force | **CC:** IEEE 802 Executive Committee |
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| **Subject:** | 07 JUN 2021 802/SA Task Force meeting notes |
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| **Date:** | 07 JUN 2021 |  |
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Electronic meeting called to order: 4:00pm ET 07 JUN 2021 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 TBD 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
	-- Adam Newman gave a verbal report on the status of the replacement study. A set of recommendations from Fresh Consulting is under review by the SA BoG Platform Infrastructure Optimization (PIO) committee. The PIO will consider next steps.
	-- Adam Newman indicated IEEE has strong preference to move away from custom tools. No objections made to this objective.
	-- 802 members voiced their concerns regarding critical requirements that may not be met by the recommended tool set – e.g., stability, searchability, ease of use, etc.
	-- 802 members were particularly concerned with the possibility MS Sharepoint may be document management contender.
	-- project plan/milestones identified? Pending. Adam hoping for late Q2/earlyQ3. AI: Andrew’s PIO 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
	-- hybrid meeting is a broad, highly variable term depending on the application
	-- costs are unknown at this time,
	-- timeline for hybrid meetings should include near term (i.e., COVID driven) and long term requirements
	-- Paul obtained use of IEEE HQ Ada meeting room to experiment with a ‘hybrid’ 802 closing EC meeting on 23 July 2021, with the objective of evaluating the pros/cons and operational challenges associated with a small scale hybrid standards committee meeting.
	AI: Paul to more precisely define the experimental hybrid meeting protocol by 14 June 2021 and solicited suggestions from the EC members.
	JonR AI – to convene Hybrid Meeting sub ad hoc meeting to work on all of the above
	3. Framemaker licenses
	-- Adam Newman indicated the feasibility of SA funding 802’s Framemaker license needs is promising, 802 should expect good news.
	-- 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 23 July 2021

1. Tentative schedule for next meeting for 04 OOCT 2021 4-5pm ET -- no obections.
2. Any other business
	1. Jodi indicated the SA will provide additional webex accounts for 802 PAR activities as needed.
3. Meeting adjourned at 4:50 pm ET

Appendix: Meeting attendees

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| Paul Nikolich | Jon Rosdahl | Ben Rolfe | Clint Powell |
| Glenn Parsons | Steve Shellhammer | Stuart Kerry | Christian Orlando |
| Christy Bahn | Clint Chaplin | David Law | Erin Morales |
| Geoff Thompson | Glenn Parsons | Jay Holcomb | Jessy Royer |
| Jodi Haasz | Roger Marks | John D’Ambrosia | Joe Levy |
|  | Adam Newman |  |  |
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