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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:** | 18 OCT 2021 802/SA Task Force meeting notes |
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| **Date:** | 18 OCT 2021 |  |
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Electronic meeting called to order: 4:00pm ET 18 OCT 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. Mixed Mode (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
	-- Markus reported upon receiving final feedback on the Functional Requirements document, which is due 18 Oct 2021, the requirements will be sent to IEEE IT for review and prepare a draft recommendation on next steps with a schedule/milestones
	-- 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.
	-- inquiry regarding the project plan/milestones – does not exist yet.
	AI: Markus to bring rough schedule to next 802/SA Task Force meeting 13 DEC 2021
	AI: Markus to seek feedback from 802 after a IEEE IT review
	2. hybrid meetings –
	-- George Zimmerman (Mixed Mode Meeting – Guiding Principles ad hoc) and Andrew Myles (Future Meeting Vision sub ad hoc) are leading sub ad hocs under the auspices of the 802 reorganization ad hoc
	-- Steve requested clarity on which sessions the sub ad hocs are developing recommendations for – after some discussion, it was clarified they will apply to 802 Plenary Sessions. The WGs will retain the flexibility they currently have for non-plenary session meetings.
	-- Paul has use of IEEE HQ Ada meeting room to continue the mixed mode 802 closing EC meeting experiment on 19 November 2021, with the objective of continued evaluation of the pros/cons and operational challenges associated with a small mixed-mode standards committee meeting.
	3. Framemaker licenses
	-- Jodi reported 802 has submitted the invoice to IEEE for payment to the IEEE 802 treasury, Clint Chaplin indicated it hasn’t been received yet.

1. Tentative schedule for next meeting for 13 DEC 2021 4-5pm ET.
2. Any other business
	1. none.
3. Meeting adjourned at 4:42 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 | Markus Plessul |
| Geoff Thompson | Glenn Parsons | Jay Holcomb | Jessy Royer |
| Jodi Haasz | Roger Marks | John D’Ambrosia | Joseph Levy |
| Roger Marks |  |  |  |
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