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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:** | 13 DEC 2021 802/SA Task Force meeting notes |
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| **Date:** | 13 December 2021 |  |
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Electronic meeting called to order: 4:00pm ET 13 December 2021 Participants: see Appendix

802/SA Task Force draft agenda:

Open portion of meeting:

1. IEEE SA tools update & discussion
	1. AI: Markus to bring rough schedule to next 802/SA Task Force meeting 13 DEC 2021
	2. AI: Markus to seek feedback from 802 after a IEEE IT review
2. Schedule next meeting 4-5pm ET Monday 31 January 2022
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
	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

Markus Plessel email from 10DEC2021:

Hello Paul,

I don't have a substantial update on the action items below, so I'm not sure if you want to push it out to the next 802 TF meeting or not.  Regarding the Volunteer Document Management and Storage Solution, IEEE IT is currently assessing how IEEE's current tools match up to the OU-wide requirements provided, to identify/document gaps.  This discovery/assessment phase will take some time (no established target date given), but IEEE IT is planning to onboard a vendor to assist with the project.

Best Regards,

Markus Plessel, CSM, Director, Standards Tools & Data Management

Discussion:

EC members voiced concerns regarding

* the lack of progress,
* lack of visibility into Mentor replacement requirements document,
* the expanding scope of work for the toolset, e.g., across multiple IEEE Organizational Units, TA, SA, EC, MGA, etc.,
* lack of understanding of the risk of Mentor failure, e.g., ticking-time-bomb
* lack of expertise to refactor Mentor into a maintainable language/platform

The 802 chair made a recommendation the SA take immediate action to put “PLAN B” into action. PLAN B consists of contacting the original Mentor SW developer, Biveo, or a SW contractor with the skills to refactor Mentor into a maintainable SW platform to eliminate the risk of Mentor failing.

During the discussion, Markus tool the following Action Items:

* AI: Markus will try to provide a rough schedule by the 31JAN2022 802/SA Task Force meeting
* AI: Markus will immediately share the requirements document with the 802/SA Task Force participants and 802 EC members
* AI: Markus to ask Adam Newman if he can put PLAN B (as defined above) into action and report back to the 802 EC as soon as possible.

1. Tentative schedule for next meeting for 13 DEC 2021 4-5pm ET.
2. Any other business
	1. Congratulations to David Law’s SASB Chair appointment!
	It was observed with his newfound SASB Chair powers, David should be able to straighten out the Mentor replacement conundrum in short order.
3. Action Item Review
* AI: Markus will try to provide a rough schedule by the 31JAN2022 802/SA Task Force meeting
* AI: Markus will immediately share the requirements document with the 802/SA Task Force participants and 802 EC members
* AI: Markus to ask Adam Newman if he can put PLAN B (as defined above) into action and report back to the 802 EC as soon as possible.
1. 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 | Robert Stacey | David Law | Markus Plessel |
| Geoff Thompson | Glenn Parsons | Jay Holcomb | Jessy Royer |
| Jodi Haasz | Roger Marks | John D’Ambrosia | Dorothy Stanley |
| Roger Marks | Tim Godfrey |  |  |
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