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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:** | 802/SA Task Force | **CC:** IEEE 802 Executive Committee |
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| **Subject:** | 31 January 2022 802/SA Task Force meeting notes |
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| **Date:** | 31 January 2022 |  |
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Electronic meeting called to order at 4:00pm ET 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 an IEEE IT review
	3. Discuss SA’s plans to continue supplying access to Webex in 2022
	4. Discuss SA’s ability and potential to provide support for mixed mode meetings in 2022
2. Schedule next meeting 4-5pm ET Monday 28 February 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,
* Mentor, etc. tools – replacement study status, schedule, requirements, etc
AI: Markus to share IEEE IT recommendations and rough schedule with 802 at the next 802/SA Task Force meeting 28 FEB 2022
AI: Markus to investigate SA’s ability to support mixed mode meetings and report back at the next 802/SA Task Force meeting 28 FEB 2022
AI: Nikolich to ask Zimmerman to supply 802’s mixed mode meeting requirements based on his ad-hoc Mixed Mode Meeting Best Practices draft 28 FEB 2022
AI: Markus to ask Adam Newman if he can put PLAN B into action and report back to the 802 EC as soon as possible. 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.

Discussion:

EC members voiced concerns regarding

* There are two document management initiatives underway, one at the Institute level, another at the SA level. It is not clear how they inter-relate.
* The expanding scope of work for the toolset, e.g., across multiple IEEE Organizational Units, TA, SA, EC, MGA, etc., remains a concern. What exactly does the Institute require?
* After 2 years of discussions the lack of long term support or equivalent replacement to Mentor remains a concern,
* lack of visibility into Mentor replacement requirements document,
* recommendation that Mentor remain functional and available to 802 for at least one year from when a new platform is implemented

1. Tentative schedule for next meeting for 28 February 2022 4-5pm ET.
2. Any other business
	1. none
3. Action Item Review
* AI: Markus to share IEEE IT recommendations and rough schedule with 802 at the next 802/SA Task Force meeting 28 FEB 2022
AI: Markus to investigate SA’s ability to support mixed mode meetings and report back at the next 802/SA Task Force meeting 28 FEB 2022
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AI: Markus to ask Adam Newman if he can put PLAN B into action and report back to the 802 EC as soon as possible. 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.
1. Meeting adjourned at 4:50 pm ET

Appendix: Meeting attendees

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| Paul Nikolich. | Jon Rosdahl. | Ben Rolfe. | Clint Powell. |
| Bob Grow. | Dawn Slykhouse. | Stuart Kerry. | Christian Orlando. |
| Christy Bahn. | Clint Chaplin. | David Law. | Markus Plessel. |
| Geoff Thompson. | John D’Ambrosia. | Jay Holcomb. | Jessy Royer. |
| Jodi Haasz. | Roger Marks. | John D’Ambrosia. | Dorothy Stanley |
| Roger Marks. | Tim Godfrey. | Max Riegel. | Andrew Myles. |
| Stephen Kehrer. |  |  |  |
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