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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:** | 23 March 2022 802/SA Task Force meeting notes |
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| **Date:** | 23 March 2022 |  |
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Electronic meeting called to order at 4:00pm ET Participants: ~15 present

802/SA Task Force draft agenda:

Open portion of meeting:

1. IEEE SA tools update & discussion
	1. Mentor, etc. tools – replacement study status, schedule, requirements, etc.
		1. Markus to share IEEE IT recommendations and rough schedule with 802 at the next 802/SA Task Force meeting 23 March 2022
		2. Markus to investigate SA’s ability to support mixed mode meetings and report back at the next 802/SA Task Force meeting 21 March 2022
		3. 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
		4. 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.
	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 2023
2. Schedule next meeting 4-5pm ET Monday 25 April 2022
3. Any other business, 5 min, all?
4. Action item review, 5 min, Nikolich
5. Adjourn

Meeting Notes captured by Nikolich:

Meeting called to order 4:00 PM ET.
Agenda approval -- no objections, above agenda approved

1. IEEE SA tools update & discussion
	1. Mentor, etc. tools – replacement study status, schedule, requirements, etc.
		1. Markus to share IEEE IT recommendations and rough schedule with 802 at the next 802/SA Task Force meeting 23 March 2022
		Notes: Rough schedule not available yet pending input from an IEEE IT contractor, “LTI” that will assess the requirements across multiple IEEE Organizational Units for similar tools (e.g. Google Workspace and IEEE Collabortec) and recommend an approach that will be shared prior to the next 802/SA Task Force meeting. IEEE tool platform requirements were developed in 2014, but the SA decided to focus on replacing MyProject, hence Mentor and IMAT tools replacement was not pursued, however the 2014 requirements may be of value to the current activities.
		AI: Marks to provide the email describing the 2014 tool platform project
		AI: Markus to share the LTI findings with 802 at the 25 April 2022 802/SA Task Force meeting
		AI: Markus to share a high level project plan for finalizing requirements and implementation of the next generation collaboration tool suite, including Mentor specific requirements prior to the next 802/SA Task Force meeting scheduled for 25 April 2022.
		2. Markus to investigate SA’s ability to support mixed mode meetings and report back at the next 802/SA Task Force meeting.
		Notes: Markus and Jodi met with George to understand the Mixed Mode Practices requirements document. The document is incomplete and represents only a portion of 802’s request – 802 seeks support, whether it be monetary or personnel, for enabling mixed-mode tools and services at the venues 802 have planned for Plenary and Interim Sessions. A brief description of the on-site requirements was verbally provided by 802. 802 recommended SA assign a staff specialist to focus on developing effective mixed mode meeting support.
		3. 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
		Notes: The 802 mixed mode meeting best practices document remains in draft form pending completion.
		AI: Nikolich to request Zimmerman progress completion of the document as soon as possible.
		4. 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.
		Notes: If the SA works with Bivio (or other third party) to refactor Mentor, it would not sustainable if we don't remove the proprietary frameworks and use open source frameworks, which will be similar to rewriting from scratch.
	2. Markus to seek feedback from 802 after an IEEE IT review
	Notes: ran out of time to discuss
	3. Discuss SA’s plans to continue supplying access to Webex in 2023
	Notes: ran out of time to discuss
2. Schedule next meeting 4-5pm ET Monday 25 April 2022
3. Any other business, 5 min, all. None
4. Action item review, 5 min, Nikolich

AI: Marks to provide the email describing the 2014 tool platform project

AI: Markus to share the LTI findings with 802 at the 25 April 2022 802/SA Task Force meeting

AI: Markus to share a high level project plan for finalizing requirements and implementation of the next generation collaboration tool suite, including Mentor specific requirements prior to the next 802/SA Task Force meeting scheduled for 25 April 2022.
AI: Nikolich to request Zimmerman progress completion of the mixed mode document as soon as possible.

1. Meeting adjourned at 5:00 pm ET

Appendix: Meeting attendees (tentative pending IMAT verification)

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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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