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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:** | 25 April 2022 802/SA Task Force meeting notes |
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| **Date:** | 25 April 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 25 April 2022
		2. Jodi to investigate SA’s ability to support mixed mode meetings and report back at the next 802/SA Task Force meeting 25 April 2022
		3. Zimmerman to supply 802’s mixed mode meeting requirements based on his ad-hoc Mixed Mode Meeting Best Practices draft.
		4. Markus to report on viability of implementing PLAN B. PLAN B consists of contacting the original Mentor SW developer or a SW contractor with the skills to refactor Mentor into a maintainable SW platform to eliminate the risk of Mentor failing.
	2. Markus to identify when 802 feedback may be provided to the “IEEE Volunteer Document Management Solution (DMS)”
	3. Discuss SA’s plans to continue supplying access to Webex in 2023
2. Schedule next meeting 4-5pm ET Monday 11 July 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: Markus shared slide deck “IEEE802TF\_SASolUpdate\_04252022.pptx”
* Conduct an IEEE Enterprise assessment to address multiple IEEE Organizational Unit requests for a secure volunteer document management and storage solution.
* Engage with industry expert/vendor to support the discovery and product solutioning.
* Provide one or more recommendations based on the requirements submitted by the IEEE Organizational Units

The deck provided a status update and high level timeline along with a high level description of the IEEE SA’s requirement input to the “Volunteer Document Management Solutions” team.
AI: Markus to provide status update on the “Volunteer Document Management Solutions” project at the next 802/SA TF meeting on 11 July 2022.

* + 1. Jodi to investigate SA’s ability to support mixed mode meetings and report back at the next 802/SA Task Force meeting.
		Notes: SA President Jim Matthews asked the SA BoG Standards Development and Standards Innovation Strategic Management Delivery Committee chaired by Gary Hoffman to assess the viability of this request.

AI: Jodi to obtain feedback from Gary Hoffman on the status of the ‘viability assessment’.

* + 1. Zimmerman to supply 802’s mixed mode meeting requirements based on his ad-hoc Mixed Mode Meeting Best Practices draft.
		Notes: Zimmerman will further finalize requrements shortly after the 03 May 2022 EC meeting (held in mixed mode at the Montreal plenary venue)

AI: Zimmerman report status at the next 802/SA TF meeting (11 July 2022).

* + 1. Markus to report on viability of implementing PLAN B. PLAN B consists of contacting the original Mentor SW developer or a SW contractor with the skills to refactor Mentor into a maintainable SW platform to eliminate the risk of Mentor failing.
		Notes: PLAN B is unlikely to be implemented.
	1. Markus to identify when 802 feedback may be provided to the “IEEE Volunteer Document Management Solution (DMS)”

Notes: Per the high level timeline presented in Markus’ slide deck, it will be around 30 August 2022.

* 1. Discuss SA’s plans to continue supplying access to Webex in 2023
	Notes: Jodi doesn’t know of any plans to terminate Webex support.
	AI: Jodi to provide feedback on Webex support plans at next 802/SA TF meeting 11 July 2022.
1. Schedule next meeting 4-5pm ET Monday 11 July 2022
2. Any other business, 5 min, all. None
3. Action item review, 5 min, Nikolich

AI: Markus to provide status update on the “Volunteer Document Management Solutions” project at the next 802/SA TF meeting on 11 July 2022.

AI: Jodi to obtain feedback from Gary Hoffman on the status of the ‘viability assessment’.

AI: Zimmerman report status on Mixed Mode Meeting Requirements at the next 802/SA TF meeting (11 July 2022).
AI: Jodi to provide feedback on Webex support plans at next 802/SA TF meeting 11 July 2022.

1. Meeting adjourned at 4:45 pm ET

Appendix: Meeting attendees (tentative pending verification)

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| Paul Nikolich | ~~Jon Rosdahl.~~ | ~~Ben Rolfe.~~ | Clint Powell. |
| Edward Au | ~~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.~~ | ~~Bob Grow.~~ |  |  |
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