**IEEE P802.15**

**Wireless Personal Area Networks**

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| Project | IEEE P802.15 Working Group for Wireless Personal Area Networks (WPANs) |
| Title | **<IEEE802.15 SCWGN minutes>** |
| Date Submitted | [16 Mar, 2011] |
| Source | [Pat Kinney][<Kinney Consulting LLC>][Chicago, IL] | Voice: [+1.847.960.3715]Fax: [+1.630.524.9054]E-mail: [pat.kinney@ieee.org] |
| Re: | [802.15 WNG Meeting in Singapore] |
| Abstract | [IEEE 802.15 Steering Committee Minutes] |
| Purpose | [Official minutes of the Working Group Session] |
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**IEEE 802.15 Plenary Meeting – Session #71**

**Marina Bay Sands, Singapore**

**March 14- 17, 2011**

**Wednesday 16 Mar 2011**

**11:00** 802.15 WNG SC chaired by P Kinney brought to order noting that today’s meeting would be dedicated to 802.15 WG Operations Manual questions, concerns, issues and errors.

WNG chair informed the group that the latest revision was document 15-11-0235-07 and that any changes would be captured in 15-11-0235-08. The chair presented a high level overview of the changes to the rules of the WG due to the Audcom effort to standardize WG rules. The WG rules are now dictated by the LMSC P&P. The operations manual is a document that embellishes the WG P&P allowing the WG to codify its culture.

Discussion ensued as to issues with grammar, spelling, and other editorial concerns; all changes were captured in rev8.

* Add abbreviations to acronym section
	+ Add MAC and PHY
* 3.10.5 Recirculation Ballots
	+ rather than restate a section of the IEEE-SA rules, change to a reference
* IEEE stands for Institute not International
* 4.7.2 Task Group Chair’s responsibility
	+ delete PowerPoint and replace with “in a format appropriate for presentation to the group”
* remove “recording” from describing secretary

**12:03** Meeting adjourned