**IEEE P802.15**

**Wireless Personal Area Networks**

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| Project | IEEE P802.15 Working Group for Wireless Personal Area Networks (WPANs) | |
| Title |  | |
| Date Submitted | [2 December, 2014] | |
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| Re: | [] | |
| Abstract | [Minutes of the TG4s November 2014 meeting] | |
| Purpose | [Report progress to WG] | |
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**IEEE 802.15 WPAN MEETING**

**November 2014**

**Minutes of the TG4s**

**Monday PM2 Session – 3 November, 2014**

The meeting was called to order at 16:05 by the chair Shoichi Kitazawa. There were three attendees. The chair asked someone volunteers for recording secretary. There was no response.

The chair presented TG4s November 2014 Agenda (14-602r0) and the agenda approved by unanimous consent. The chair presented TG4s September 2014 Meeting Minutes (15-14-590r0). There were no comments. The minutes approved by unanimous consent.

In the next, the chair presented TG4s Opening Information for November 2014 (15-14-623r0).

* The chair pointed out patent policy and made a call for notification of essential patents. There were no responses in the meeting.
* The chair presented schedule for the week, agenda items for the week and timeline.

Press release

The Group discussed about press release and the chair decided preparing a draft document until Tuesday PM1 session.

Technical Guidance Document (TGD)

The group reviewed TGD. Tim pointed that the scope seems to vague. The group needed to clarify what is going to done.

Presentation

Kitazawa presented SRM related functions in 802.15.4-2011 (15-14-624r0). There was no comment from attendees.

The meeting recessed at 17:10 until Tuesday PM1 session.

**Tuesday PM1 Session – 4 November, 2014**

The meeting was called to order at 13:35 by the chair Shoichi Kitazawa. There are five attendees. The chair asked someone volunteers for recording secretary, but no response.

The chair presented draft press release document. There were no comments from attendees. The group canceled the completion of the press release. Next, the group reviewed PAR and TGD.

The chair recessed at 14:05 until PM2 session.

**Tuesday PM2 Session – 4 November, 2014**

The meeting was called to order at 16:10 by the chair Shoichi Kitazawa. There were two attendees. The chair presented TG4s Opening Information for November 2014 (15-14-623r1).

TGD

The group discussed table of contents of the TGD. It was decided that the group will expand use case at the next meeting.

The group revised the Call for Contributions (15-14-570r2) and uploaded to the mentor.

Plan for January meeting and Teleconference

The group confirmed to have 3 slots in the January meeting and presentation of TG4s activity at the WNG meeting for the promotion of TG4s.

The group will have one teleconference before January meeting for preparation of the TGD. The teleconference logistics will be notified by the reflector.

The chair moved the group to adjourn the meeting. There were no objections. The meeting adjourned at 17:00.

**Contributions**

* TG4s November 2014 Agenda (15-14-602r0)
* TG4s Opening Information for November 2014 (15-14-623r1)
* SRM related functions in 802.15.4-2011 (15-14-624r0)
* TG4s Call for Contributions (15-14-570r2)
* TG4s Closing report for November 2014 (15-14-666r0)
* TG4s November 2014 Meeting Minutes (15-14-667r0)