**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 | [19 September, 2016] | |
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| Re: |  | |
| Abstract | [IEEE 802.15 TG4s Minutes.] | |
| Purpose | [Report progress to WG.] | |
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**AGENDA IEEE 802.15 TG4s MEETING**

**104th IEEE 802.15 WPAN MEETING**

**Marriott Warsaw**

**Warsaw, Poland**

**Chair: Shoichi Kitazawa / Hidetoshi Yokota**

**Thursday AM1 Session – 15 September, 2016**

The meeting was called to order at 8:00 by the TG4s vice chair, Hidetoshi Yokota, who chaired the sessions in this meeting, thus called “chair” hereinafter.

Chair presented IEEE PATENT POLICY--CALL FOR LOAs using TG4s Opening Information for September 2016 (15-16-645r1) and made a call for notification of essential patents. There were no responses in the meeting.

Chair presented TG4s September 2016 Agenda (15-16-587r0).

There was no discussion nor objection and the agenda was approved with unanimous consent.

Chair presented TG4s July 2016 Meeting Minutes (15-16-563r0) and TG4s BRC Teleconference Minutes for September 2016 (15-16-644r0).

There were no comments. The minutes approved with unanimous consent.

Chair presented TG4s Opening Information for September 2016 (15-16-645r1) and explained agenda item of the week and current contribution lists.

**Editing of Draft document**

The chair presented the result of the Letter Ballot (LB126) and explained that it was valid and passed the minimum approval level. Letter Ballot Consolidated Comments (15-16-596r0) was also presented, where there were 202 comments in total. The group went through all the comments and agreed that all non-technical editorial comments will be handled by the technical editor.

Chair recessed at 10:30 until Thursday AM2 session.

**Thursday AM2 Session – 15 September, 2016**

The meeting was called to order at 10:30 by the chair.

**Editing of Draft document**

The group assigned all the comments to those who contributed to the content and reviewed several comments towards the resolution. The Consolidated Comments were updated (15-16-596r1) accordingly.

**TG Motion**

The Motion to request approval to form (renew) TG4s BRC was moved and unanimously approved. The group agreed that the BRC will be held every Wed 11:00 JST for one hour starting from one week after September meeting before November meeting.

**Plan for November meeting**

The group confirmed that the TG4s has 4 slots in November meeting.

Chair moved the group to adjourn the meeting. There were no objections. The meeting adjourned at 12:30.

**Contributions**

* + TG4s September 2016 Agenda (15-16-587r0)
  + TG4s Opening Information for September 2016 (15-16-645r1)
  + TG4s July 2016 Meeting Minutes (15-16-563r0)
  + TG4s BRC Teleconference Minutes for September 2016 (15-16-644r0)
  + 802.15.4s Letter Ballot Consolidated Comments (15-16-596r0) and updated document (15-16-596r1)