IEEE P802.15
Wireless Specialty Networks

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| IEEE 802.15.7a TG7a March 2024 Plenary Meeting Minutes |
| Date: 2024-03-18 |
| Author: |
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Abstract

# This document contains the TG7a Optical Camera Communications meeting minutes during March 2024 Plenary Meeting.

**Tuesday, 12th March 2024, 08:00 (Denver) AM#1 (Mineral A-3rd FL, Virtual Rm. #3)**

Attendance in-person :

* Yongho Kim (KNUT)
* James Gilb (IEEE 802 Vice Chair)
* Clint Powell (HID Global, WG15 Chair)
* Christy Bahn (IEEE SA)
* Dallsa Gonzalez (IEEE SA)

Attendance remotely by Webex :

* Yeong Min Jang (Kookmin University)
* Sang-Kyu Lim (ETRI)
* Run Chen (NRT)
1. Yongho Kim (KNUT) supported the mixed-mode hybrid meeting by connecting the audio and video cables for the WebEx and testing its audio quality. However, at the beginning stage, there were some problems in audio quality due to audio setting issue.
2. The IEEE 802.15.7a meeting was called to order by the Chair, Yeong Min Jang (Kookmin University). The Vice-Chair, Sang-Kyu Lim (ETRI) recorded the minutes.
3. The Chair reviewed the IEEE-SA patent policy, copyright policy.
4. The Chair brought the agenda document (15-24-0131-01) showing TG7a schedule for March Meeting.
* Agenda in doc. 15-24/0131r1
* 3 slots for TG7a this week
* TUE March 12, AM#1 08:00-10:00 a.m.
* Meeting Objectives and Agenda Approval (131-01)
* Comment Resolution for Initial SA Ballot (072-10)
* Discussion of TG and WG Motion
* Any of Business and Recess
* WED March 13, AM#1 09:00-10:00 a.m.
* Meeting Objectives and Agenda Approval (131-01)
* Comment Resolution for Initial SA Ballot (072-10)
* Discussion of TG and WG Motion
* Any of Business and Recess
* THUR March 14, AM#1 08:00-10:00 a.m.
* Meeting Objectives and Agenda Approval (131-02)
* Comment Resolution for Initial SA Ballot (072-10)
* Discussion of TG and WG Motion
* Plan for Teleconference Schedule
* Plan for May Meeting
* Any of Business and Adjourn
1. At that time, the IEEE 802 Vice Chair, James Gilb, emphasized that at the beginning of every meeting, either during an interim, plenary or conference call, the Chair needs to:
* Reference the slides (participation, copyright and patent)
* Issue the call for patents (i.e., read the paragraph from the slides)
* Record in the minutes if anyone responds to the call or if no one responded.
* Discuss and approve the agenda
* Approve the minutes from the previous meeting
* Minutes shall be published to Session attendees within 60 calendar days of the end of the Session.
* Minutes shall be published for meetings held outside of a Session within 15 calendar days of the end of the meeting.
* The Secretary should refer to section 6.4 to see what needs to be in the minutes, including the list of participants. The list of participants can be obtained from IMAT by the WG Chair or WG Vice Chair.
1. Additionally, the IEEE 802 WG15 Chair, Clint Powell, emphasized that there are some basics w.r.t. TG mtgs. and operations:
* In general, all TG officers (Chair, Vice Chair(s), Secretary, Technical Editor) should strive to be physically at the face-to-face meetings
* A TG Secretary is required for each and every mtg. and call of a task group
* The TG Chair and TG Secretary should be present physically at all the mtgs., with exceptions of course
* If the TG Chair is not able to participate in the mtg. physically, they need to inform the WG Chair ASAP, not during the WG15 AC – that is too late
* If the TG Secretary is not able to participate in the mtg. they need to find a replacement for themselves that can fill their role for the mtg.
* It is the TG Chairs responsibility to ensure that someone is in the room running the Webex (either themselves or someone else) and that this person has attended the Webex and Focusrite box training on Sun. at the start of the mtg. week, to ensure that they understand the basic operation and any site differences
* A TG Secretary is required for each and every mtg. and call of a task group
* When discussing the draft, and or comment resolutions the TG Technical Editor needs to be present: physically preferred, virtually acceptable
1. The IEEE 802 WG15 Chair asked to TG7a Chair, “Have you been able to confirm that yourself, the technical editor, the secretary, and at least one, preferably both, of your Vice chairs will all be able to be on the call during the WED AM1 slot starting at 9:00 a.m. local Denver time ?
2. The Group recessed.

**Wednesday, 13th March 2024, 09:00 (Denver) AM#1 (Mineral A-3rd FL, Virtual Rm. #3)**

Attendance in-person :

* Yongho Kim (KNUT)
* Hyong Ho Lee (Netvision)
* Tero Kevinin (Self)
* Clint Powell (HID Global, WG15 Chair)

Attendance remotely by Webex :

* Yeong Min Jang (Kookmin University)
* Huy Nguyen (Kookmin University)
* Sang-Kyu Lim (ETRI)
1. Yongho Kim (KNUT) supported the mixed-mode hybrid meeting by connecting the audio and video cables for the WebEx and testing its audio quality.
2. The IEEE 802.15.7a meeting was called to order by the Chair, Yeong Min Jang (Kookmin University). Sang-Kyu Lim (ETRI) recorded the minutes.

1. The Chair read the IEEE-SA patent policy, copyright policy, logistics, and reminders, including meeting guidelines and attendance recording procedures.
	* No essential patents are claimed.
	* It is reminded all to record their attendance through the IMAT system.
	* Registration fee should be paid.
	* Operating rules
2. The Chair brought the agenda document (15-24-0131-01) showing TG7a schedule for March meeting while introducing the overall agenda for the meeting. The Chair updated the agenda document and the Group approved the agenda document (15-24-0131-02). So, the updated agenda document (15-24-0131-02) will be uploaded to the mentor after the session.
* Agenda in doc. 15-24/0131r2
* 2 slots for TG7a this week
* TUE March 12, AM#1 08:00-10:00 a.m.
* Meeting Objectives and Agenda Approval (131-01)
* Comment Resolution for Initial SA Ballot (072-10)
* Any of Business and Recess
* WED March 13, AM#1 09:00-10:00 a.m.
* Meeting Objectives and Agenda Approval (131-02)
* Comment Resolution for Initial SA Ballot (072-10)
* Discussion of TG and WG Motion
* Plan for Teleconference Schedule
* Plan for May Meeting
* Any of Business and Adjourn
1. TG7a Motion to approve the formation of CRG for SA ballot:

*Move that TG7a requests that 802.15 WG approve the formation of a Comment Resolution Group (CRG) for the Standards Association balloting of the P802.15.7a\_D6 with the following membership: Yeong Min Jang(Chair), Sangsung Choi, Sang-Kyu Lim, Ryuji Kohno, and Seongsoon Joo. The 802.15.7a CRG is authorized to approve comment resolutions, edit the draft according to the comment resolutions, and to approve the start of recirculation ballots of the revised draft on behalf of the 802.15 WG. Comment resolution on recirculation ballots between sessions will be conducted via reflector email and via teleconferences announced to the reflector as per the LMSC 802 WG P&P.*

* + Moved by: Yeong Min Jang
	+ Seconded by: Sang-Kyu Lim
	+ Approved by unanimous consent
1. The Group prepared the WG Motion to confirm CRG formation for SA Ballot:

*Move that 802.15 WG approve the formation of a Comment Resolution Group (CRG) for the Standards Association balloting of the P802.15.7a\_D6 with the following membership: Yeong Min Jang(Chair), Sangsung Choi, Sang-Kyu Lim, Ryuji Kohno, and Seongsoon Joo. The 802.15.7a CRG is authorized to approve comment resolutions, edit the draft according to the comment resolutions, and to approve the start of recirculation ballots of the revised draft on behalf of the 802.15 WG. Comment resolution on recirculation ballots between sessions will be conducted via reflector email and via teleconferences announced to the reflector as per the LMSC 802 WG P&P.*

* + Moved by: Yeong Min Jang
	+ Seconded by:
1. In order to resolve the initial SA Ballot comments and to update the draft D6, the CRG teleconference schedule was discussed. The telco dates should be announced at least 10 days before the telco meeting.
* 4 times between March and May 2024
	+ March 27 Wednesday 06:00 am EST (08:00 pm KST)
	+ April 10 Wednesday 06:00 am EST (08:00 pm KST)
	+ April 24 Wednesday 06:00 am EST (08:00 pm KST)
	+ May 08 Wednesday 06:00 am EST (08:00 pm KST)
1. The Group discussed the plan for November Meeting.
* 3 slots (AM#1 on Tue., Wed., and Thur.)
	+ Complete the comment resolution for Initial SA Ballot
	+ Prepare the D7 document for 1st Recirculation SA Ballot
1. The Group discussed and completed the draft document for the Closing Report of TG7a this week. Please see the doc. 15-24-0180r0.
2. Motion to adjourn.
	* Approved with unanimous consent
3. The meeting adjourned.

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