**IEEE P802.24**

**Smart Grid TAG**

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| Project | IEEE P802.24 Smart Grid Technical Advisory Group |
| Title |  |
| Date Submitted | 20 March 2014 |
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| Re: | TAG Meeting, March 18 - 20 2014, Beijing, China.  |
| Abstract | Meeting minutes, 802.24 TAG session, March 2014, Beijing, China |
| Purpose | Document meeting activity and action items. |
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Minutes WG 24 session March 2014

Beijing, China.

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| **802.24 TAG** |
| **Chair:** | James Gilb (Tensorcom) |
| **Vice Chair:** | Tim Godfrey (EPRI) |
| **Recording Secretary:** | Benjamin Rolfe (Blind Creek Associates) |

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# PM2 18 March 2014

Meeting called to order at 1601 Local Time by Working Group Chair James Gilb.

Chair, vice chair and recording secretary present.

James presents Doc # 24-14-0004-00, meeting preamble slides.

James presents the 802.24 agenda. Doc # 24-14-0003-00.

Motion: Amend the agenda to add elections during the Wednesday meeting slot.

Moved by Ben Rolfe

Seconded by Rubin Salizar (Landis+Gyr)

No discussion on the motion.

No objections heard, motion carries by unanimous consent.

Updated agenda posted as Doc # 24-14-0003-01.

Motion to approve the minutes from the January meeting, document 24-14-0001-00:

Moved by Apurva Mody (BAE Systems)

Seconded by Ben Rolfe

No discussion on the motion.

No objections heard, motion carries by unanimous consent.

Recesses at 1624 local time until PM2 Tuesday.

# PM2 19 March 2014

Meeting called to order at 1604 Local Time.

Chair, vice chair and recording secretary present.

James leads a discussion and brainstorming on future scope of the 802.24 TAG:

Results captured in document 24-14-0004-02.

Tim leads drafting and editing session, 802.24 Operations manual (OM); The resulting draft is posted in 24-15-0007-00.

Recessed at 1715 local time.

# PM3 19 March 2014

Meeting called to order at 1800 Local Time by 802.24 Chair James Gilb.

Chair, vice chair and recording secretary present.

802.24 hosts a presentations and panel discussion on “Nuts and Bolts of the Internet of Things (NaB IoT).”

Recessed at 1930 local

# PM2 20 March 2014

Meeting called to order at 1605 Local Time

Chair, vice chair and recording secretary present.

**802.24 officer elections:**

Vice chair Tim Godfrey takes role of chair and conducts 802.24 chair election:

One candidate volunteered to be chair, James Gilb (current chair). Tim offers opportunity for comment and discussion, none heard. Tim conducts the vote to elect James Gilb as chair:

For: 4 / Against: 0 / Abstain: 0

James resumes role of chair and conducts 802.24 vice chair election:

One candidate volunteered, Tim Godfrey (current vice-chair). James offers opportunity for comment and discussion, none heard. James conducts the vote to elect Tim Godfrey as vice chair:

For: 4 / Against: 0 / Abstain: 0

**Discussion of 802.24 TAG scope:**

James leads a discussion where he presents input he has received from the other working groups. The consensus is to organize the TAG into to Task Groups (TG): SGTG and IoTTG.

**Operations Manual Work:**

Process for creating a Task Group and defining the scope of work of within 802.24 is discussed. The conclusion is that the process has similar requirements as initiating a project in a WG, with clearly defined scope reviewed by all 802 WGs and approved by the 802 EC. The OM will list the currently defined TGs and provide a process that empowers the chair to amend the TG list in the OM when the 802 EC approves a new task group.

**Pre-publication review of 802.24 White Paper prepared by IEEE Staff.**

The following editorial issues are identified:

* Table of Contents:
	+ color too light – use darker color
	+ Line spacing should be tighter
	+ last “5” (page number column) is not lined up properly
	+ Use Initial cap style for all header levels
	+ Number headings
* Figure 1 – lost contrast, something needs to be darker.
* Conclusion text needs to be provided
* Typo on page 2: “as a future” should be “of a future”.
* Figure 2: need to give editor full resolution image file.
* Change “add some 802.1X” to “such as those contained in 802.1X”

Action: Gilb to complete conclusion text, resolve TBDs, and coordinate with IEEE.

**More on TAG Operations:**

Tim presents Document # 24-14-0006-00-0000.

Action: Create a draft guideline and criteria document for creating work product description and justifications for proposing new work items in 802.24. (Godfrey).

**Adjournment**:

Motion to adjourn moved by Matt Gilmore (Itron), seconded by Clint Powell (PWCLLC). No objections heard. Adjourned at 17:02 local time.