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| IEEE 802 |  | **Paul Nikolich** |
| Local and Metropolitan Area Network Standards Committee | **Chair, IEEE 802 LMSC** |
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| **To:** | 27 April 2020 802/SA Task Force meeting participants | **CC:** IEEE 802 Executive Committee |
|  |  |  |
| **Subject:** | 27 April 2020 802/SA Task Force meeting notes |
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| **Date:** | 29 April 2020 |  |
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Start of meeting: 2pm ET 27 April 2020

Participants: see Appendix

802/SA Task Force draft agenda:
a) IEEE SA tools update & discussion

a.1) ListServe instability update, 10 min, Newman

a.2) SA provided electronic meeting tools, 10 min, Rosdahl/D’Ambrosia/Goldberg
a.3) Bulk Framemaker license discussion (ongoing, Law investigating), 10 min, Law
b) identify potential future time/days for 802/SA electronic meetings (3 per year; 3rd Monday of April, August, December), 5 min, all

c) Any other business, 5-15 min, all

c.1) SA website, 5 min, Bob Grow

c.2) Clearly communicate WG telecon policies, 5 min, Jonathan Goldberg
d) Action item review, 5 min, Nikolich
e) Adjourn (not later than 60 minutes after start of meeting)

Above agenda approved without objection

a.1 – Adam Newman had Mike Rintzler (sp? IEEE IT staff person) explain the ListServe instability issues – configuration mis-steps should be resolved by now. 802 members should contact Mike and Nick if issues persist.

a.2 John D’Ambrosia explain web meeting tool status. Join.me licenses expire 30 April, 802 purchased Webex and enterprise Zoom licenses expire 13 August. SA to supply access to 802 WG/TAG chairs access to SA hosted web meeting tools.
ACTION ITEM: WG/TAG chairs to inform staff liaisons of their web meeting tool requirements.

a.3 David Law will arrange for acquisition of 5 bulk Framemaker licenses at approximately $40/month/license.
ACTION ITEM: David Law to stimulate 802 EC email discussion among WG/TAG to develop a policy for sharing the licenses.

b) Next 802/SA Task Force meeting date agreed to: 17 August 2020 2-3pm ET. Subsequent meeting to be determined at next meeting

c.1) Bob Grow stated it is difficult to obtain accurate NesCom/RevCom/SASB deadline information from the SA website.
ACTION ITEM: Jonathan Goldberg to ensure accurate deadlines available by 01 May 2020

c.2) Jonathan Goldberg stated communication to 802 membership from the 802 EC regarding future meeting policy and 802 P&P revision status needs improvement.
ACTION ITEM: Jonathan Goldberg to review 802 chair’s 21 April 2020 memo to 802 membership and recommend improvements.
Steve Shellhammer expressed the need for remote meeting tools to facilitate voting at virtual meetings.
ACTION ITEM: Jonathan Goldberg to communicate the need for remote meeting voting capabilities at the next MyProject Team meeting.

d) Action item review skipped.

e) Meeting adjourned at 3:00pm

Regards,

/s/ Paul Nikolich

#### Paul Nikolich

Chair, IEEE 802 LAN/MAN Standards Committee

p.nikolich@ieee.org

Appendix – meeting participants

Name Affiliation

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| Ceglia | Matt IEEE Standards Association (IEEE-SA) |
| D'Ambrosia | John Futurewei Technologies (Subsidiary of Huawei) |
| Godfrey | Tim Electric Power Research Institute Inc. |
| Goldberg | Jonathan IEEE |
| Grow | Robert RMG Consulting |
| Haasz | Jodi IEEE |
| Holcomb | Jay Itron Inc. |
| Law | David Hewlett Packard Enterprise |
| Levy | Joseph InterDigital Inc. |
| Marks | Roger EthAirNet Associates |
| Newman | Adam IEEE STAFF |
| Nikolich | Paul Self |
| Parsons | Glenn Ericsson AB |
| Rolfe | Benjamin Blind Creek Associates |
| Rosdahl | Jon Qualcomm Incorporated |
| Santulli | Jennifer IEEE-SA |
| Shellhammer | Stephen Qualcomm Incorporated |
| Stanley | Dorothy Hewlett Packard Enterprise |