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| IEEE 802 | |  | | **Paul Nikolich** |
| Local and Metropolitan Area Network Standards Committee | | | | **Chair, IEEE 802 LMSC** |
| IEEE_Logo_HighRez | | | |  |
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| **To:** | 802/SA Task Force | | **CC:** IEEE 802 Executive Committee | |
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| **Subject:** | 07 JUN 2021 802/SA Task Force meeting notes | | | |
|  |  | | |  |
| **Date:** | 07 JUN 2021 | | |  |
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Electronic meeting called to order: 4:00pm ET 07 JUN 2021 Participants: see Appendix

802/SA Task Force draft agenda:

Open portion of meeting:

1. IEEE SA tools update & discussion
   1. Remote meeting tools:
      1. Mentor, etc. tools – replacement study status, schedule, requirements, etc.
      2. hybrid (i.e., in person and remote participants) meetings
   2. Document Creation
      1. SA funding of Framemaker licenses – status update
2. Schedule next meeting 4-5pm ET TBD 2021
3. Any other business, 5 min, all?
4. Action item review, 5 min, Nikolich
5. Adjourn

Notes:

Agenda approval -- no objections, above agenda approved

1. Tools update, remote meeting tools,
   1. Mentor, etc. tools – replacement study status, schedule, requirements, etc  
      -- Adam Newman gave a verbal report on the status of the replacement study. A set of recommendations from Fresh Consulting is under review by the SA BoG Platform Infrastructure Optimization (PIO) committee. The PIO will consider next steps.  
      -- Adam Newman indicated IEEE has strong preference to move away from custom tools. No objections made to this objective.  
      -- 802 members voiced their concerns regarding critical requirements that may not be met by the recommended tool set – e.g., stability, searchability, ease of use, etc.  
      -- 802 members were particularly concerned with the possibility MS Sharepoint may be document management contender.  
      -- project plan/milestones identified? Pending. Adam hoping for late Q2/earlyQ3. AI: Andrew’s PIO committee to identify milestones.
   2. hybrid meetings –  
      -- JonR is leading a hybrid meeting sub ad hoc under the auspices of the 802 reorganization ad hoc  
      -- preliminary work is under way (requirements, identification of cost drivers, etc.), a significant amount of work remains to be done  
      -- hybrid meeting is a broad, highly variable term depending on the application  
      -- costs are unknown at this time,  
      -- timeline for hybrid meetings should include near term (i.e., COVID driven) and long term requirements  
      -- Paul obtained use of IEEE HQ Ada meeting room to experiment with a ‘hybrid’ 802 closing EC meeting on 23 July 2021, with the objective of evaluating the pros/cons and operational challenges associated with a small scale hybrid standards committee meeting.   
      AI: Paul to more precisely define the experimental hybrid meeting protocol by 14 June 2021 and solicited suggestions from the EC members.  
      JonR AI – to convene Hybrid Meeting sub ad hoc meeting to work on all of the above
   3. Framemaker licenses  
      -- Adam Newman indicated the feasibility of SA funding 802’s Framemaker license needs is promising, 802 should expect good news.  
      -- decision rests with the IEEE Standards Association senior leadership team: Adam Newman, Matt Ceglia, Alpesh Shah, Karen McCabe and Kelly?   
      Jodi AI – obtain feedback on SA budget to cover future license expenses by 23 July 2021

1. Tentative schedule for next meeting for 04 OOCT 2021 4-5pm ET -- no obections.
2. Any other business
   1. Jodi indicated the SA will provide additional webex accounts for 802 PAR activities as needed.
3. Meeting adjourned at 4:50 pm ET

Appendix: Meeting attendees

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| Paul Nikolich | Jon Rosdahl | Ben Rolfe | Clint Powell |
| Glenn Parsons | Steve Shellhammer | Stuart Kerry | Christian Orlando |
| Christy Bahn | Clint Chaplin | David Law | Erin Morales |
| Geoff Thompson | Glenn Parsons | Jay Holcomb | Jessy Royer |
| Jodi Haasz | Roger Marks | John D’Ambrosia | Joe Levy |
|  | Adam Newman |  |  |
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