Wireless Chairs Standing Committee

Joint 11/15 Executive Committee

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| Project | Wireless Chairs Standing Committee |
| Title | Meeting Minutes for March 2nd, 2022  |
| Date Submitted | March 9th, 2022 |
| Source | Stephen McCannHuawei Technologies Co., Ltd |  E-mail: stephen.mccann@ieee.org |
| Re: | Meeting Minutes |
| Abstract |  |
| Purpose | Maintain Meeting Record |
| Notice | This document has been prepared to assist the Wireless Chairs Standing Committee (WCSC) and the Joint 11/15 Executive Committee. It is offered as a basis for discussion and is not binding on the contributing individual(s) or organization(s). The material in this document is subject to change in form and content after further study. The contributor(s) reserve(s) the right to add, amend or withdraw material contained herein. |
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**Abbreviations:**

A: Answer

C: Comment

Q: Question

**Wednesday March 2nd, 2022, 14:00 Eastern Time (ET)**

**Wireless Chairs Standing Committee (WCSC) Meeting**

1. **Call to order**: Meeting called to order at 14:05 ET
* **Chair**: Dorothy Stanley
* **Recording Secretary**: Stephen McCann
* The meeting is using the [Meetecho](https://www.meetecho.com/en/) remote meeting tool as a trial
1. **Policy and Procedure reminders**
* **<**<http://ieee802.org/sapolicies.shtml>>
* The chair read out the relevant policies and procedures, including copyright
* No statements were made.
1. **Attendees**: See Annex A
2. **Review and approve agenda**
* <https://mentor.ieee.org/802-ec/dcn/22/ec-22-0035-00-WCSG-2022-03-02-wireless-chairs-teleconference-agenda.docx>
* **Move to approve the agenda:**
	+ Moved: Stuart Kerry, 2nd: Clint Powell
	+ No objection to approving by unanimous consent.
* **Minutes from the last meeting February 2nd 2022**:
* <https://mentor.ieee.org/802-ec/dcn/22/ec-22-0026-00-WCSG-minutes-february-02-2022.docx>
* **Move to approve these minutes**
	+ Moved: Stephen McCann, 2nd: Rick Alfvin
	+ No objection to approving by unanimous consent.
1. **Meetecho presentation - Alessandro Amirante**
* This was a presentation of the tool used for this meeting.
* Chair: We would like to use the tool in a hybrid mode and it is understood that this tool has been successfully used for recent IETF meetings.
* C: A high level summary of the 802 Wireless Interim session requirements has been sent to Alessandro. We will have up to 19 meetings running in parallel, with a single large meeting at various times throughout the week.
* C: It doesn’t seem possible to remove the video feeds down the right hand side.
* A: That is something we can changein an update to the tool.
* C: I think the minimum is to provide documents and audio. Video is not really required.
* Q: How do I move from call to call (e.g. room to room) within the tool, or do I need to exist and re-enter each meeting?
* A: It is possible to have multiple windows that open simultaneously.
* C: The tool knows when delegates are on site, as opposed to being remote and can adjust things appropriately.
* Q: Can you only allow people to join who have registered?
* A: Yes, that is possible.
* Q: In some countries of the world, the bandwidth is limited. What is the most number of parallel meetings that you have had in parallel?
* A: At the IETF, we have 8-9 tracks in parallel.
* Chair: Can we have private chats?
* A: Not in this configuration.
* Q: Does the tool run within a browser?
* A: Yes, it works in most browsers. Safari is not so good.
* C: You can place the chat into a separate window.
* Q: Can you save the participants list?
* A: Yes, you can at the end of the meeting as a JSON blob.
* Q: I don’t appear to have control over the speakers for the meeting. I appear to have to change the speakers.
* A: It’s not easy, as it is a property of the browser. You may be able to do this in the future in Chrome.
* Q: There appears to be a limit of 9 videos at any one time.
* A: Yes, that’s a setting for each call (or room).
* Q: When you turn off each video, does that stop the video feed at the source or on your device?
* A: It stops the video at the source, thus increasing the bandwidth for the rest of the meeting to your device.
* C: There is a function where you can merge onsite and offsite chats. The order of the queue is also maintained.
* C: People onsite would have to join the queue on their devices in the meeting room.
* C: At the venue, you just use a microphone in the room. This would be done through a central laptop that the chair is using for the presentations and using the local AV. Therefore there is a dedicated laptop in each room.
* C: It won’t be necessary to provide live video feeds from the venue to the outside participants.
* C: It would be better to prevent onsite people from using their video cameras to avoid using up to much bandwidth locally.
* A: Yes, that would be possible.
* Chair: It may be better to limit the tool not to use video.
* C: Yes, I agree. Video is only a “nice to have”.
* **Action** (Jon): Organize another Meetecho demo for the next meeting.
1. **Future Wireless Interim meetings**
* <https://mentor.ieee.org/802-ec/dcn/22/ec-22-0001-05-WCSG-ieee-802wcsc-meeting-venue-manager-report-2022.pptx>
* The current status of the future interim venues is as follows:
	+ May 8-13, 2022 Warsaw Marriott – February WCSC decision to hold the meeting in mixed mode. Continue to investigate remote meeting tools.
	+ Sept 11-16, 2022, Hilton Waikoloa Village, Waikoloa, HI – Contract executed
	+ Jan 15-20, 2023, Baltimore Marriott Waterfront, Baltimore, MD – Contract executed
	+ May 2023 – Hilton Orlando Lake Buena Vista, Orlando, FL
		1. This is still being negotiated, as there some contract issues to resolve.
		2. There are no specific dates yet.
	+ September 10-15, 2023 – Grand Hyatt, Atlanta Buckhead – Contract executed
	+ January 14-19, 2024 – Hilton Panama, Panama – Contract executed
	+ May 2024 – Open (Target Europe)
	+ Sept 8-13, 2024 – Hilton Waikoloa Village – Contract executed
	+ Jan 2025 – Open
	+ May 2025 – Open
	+ Sept 2025 Hilton Waikoloa Village, Waikoloa, HI – Approved March 2020 by 802WCSC – in negotiations
	+ Jan 2026 – Open
	+ May 2026 – Open
	+ Sept 2026 Hilton Waikoloa Village, Waikoloa, HI – Approved March 2020 by 802WCSC – in negotiations
1. **Wireless frequency table comment collection**
* <https://mentor.ieee.org/802.18/dcn/22/18-22-0030-00-0000-comment-collecion-of-ieee-802-wireless-standards-table-of-frequency-ranges.xlsx>
* The frequency table was presented by IEEE 802.18, as the format of the table is now becoming stable.
* It is now a good time to ask the IEEE 802 members for their comments.
* There is a special comment collection spreadsheet, to accommodate comments on the frequency table document, which is not a normal IEEE 802 draft.
* There are some instructions which will be sent to all IEEE 802 members.
* Chair: I think the comment collection should be after the Plenary from March 21st to the end of April 2022. There are also some editorial items that I would to change.
* Chair: Thank you for all you help with the creation of this spreadsheet.
1. **Financial Report**
* As of now, the 802.11/802.15 treasury balance is $391,351.74. This does not include any income from the January 2022 interim meeting.
* There are currently 12 deadbeats from the January 2022 interim (being worked) and from September 2021, there is now only 1 deadbeat left.
* There will be an updated treasury report at the 802.11 and 802.15 closing plenaries at the end of the March 2022 plenary.
* At the moment, we’re not sure what the registration fees should be for the May 2022 interim meeting. The hybrid meeting tool has not been finalized. However, we also need to encourage people to reserve their rooms at the Warsaw hotel.
* Chair: I would not like to wait until March 30th to set the fees. Perhaps we should have another wireless chairs meeting to decide this.
* C: The fees that were discussed in document ec-21-0309r0 could be used as a starting point.
* C: I would like to move the early registration fee cutoff date to April 8th.
* A: Yes
* **Motion: Approve the May 2022 session registration fee of $950/$1200/$1450 early (April 8)/regular (April 29)/late (April 30 and later). Same fee whether in person or remote.**
* Moved: Jon Rosdahl, Second: Stephen McCann
* Q: I assume the registration is same for both in person or remote participation.
* A: Yes
* Q: I understand that there is a restriction to 100 people maximum in a Warsaw conference center due to their Covid-19 regulations. Can this be checked please?
* A: Yes.
* Q: Regarding the geo-political situation, can we bail from the hybrid meeting and just use the virtual meeting only?
* A: There is a clause in the contract where we can cancel the hotel if a certain level of attendees is not met.
* C: The registration fees would not change if the meeting changes from hybrid to virtual. It is too complicated to do that.
* C: May 2024 could be used if this meeting was to be re-scheduled.
* **Result: 8/0/0 Motion passes** (802.11/15 treasury)
* The agenda was updated to ec-22-0035r1 with the results of this motion.
1. **802.18 – Regulatory TAG**
* Nothing else today
* No questions
1. **802.19 – Co-existence**
* Nothing new
* No questions
1. **802.24 – Vertical Applications TAG**
* Not present
1. **AoB**
* The next meetings are:
	+ 2022-04-06 Wednesday, 1.5 hours, 15:00 ET
	+ 2022-05-08 Sunday, 16:00 CET
	+ 2022-06-01 Wednesday, 1.5 hours, 15:00 ET
1. **Adjourn**
* No objection to adjourning
* Adjourned at 16:02 ET

**Annex A: Attendance & Affiliation**

| **Name** | **Affiliation** |
| --- | --- |
| Alfvin, Rick | Linespeed |
| Amirante, Alessandro | Meetecho |
| Archer, Sara | MTG Events |
| Branik, Daniel | MTG Events |
| Chaplin, Clint | Samsung Research America |
| Das, Subir | Peraton Labs |
| Godfrey, Tim | Electric Power Research Institute, Inc. (EPRI) |
| Holcomb, Jay | Itron Inc. |
| Kerry, Stuart | OK-Brit; Self |
| Kinney, Pat | Kinney Consulting LLC |
| Levy, Joseph | Interdigital |
| McCann, Stephen | Huawei Technologies Co., Ltd |
| Nikolich, Paul | Samsung |
| Powell, Clint | Meta |
| Rolfe, Benjamin | Blind Creek Associates |
| Rosdahl, Jon | Qualcomm Technologies, Inc. |
| Shellhammer, Steve | Qualcomm Incorporated |
| Stacey, Robert | Intel |
| Stanley, Dorothy | Hewlett Packard Enterprise |
| Bahn, Christy | IEEE-SA |
| Dawn Slykhouse | Face To Face Events |
| Max Riegel | Nokia |
| Castaldi, Tobia | Meetecho |

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