Workshop - July 2022 Action List

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## Action Items

1. Architecture and Overview:
   1. Action: Gather the terminologies we have, identify commonality and differences, and then recommend a course of action
   2. Assigned: 802revC editor
2. Question: Is it important for the 802 technologies to work together at the MAC service level? Need to document benefits of having a common 802 layer, cost of not having 802 technologies converge at the MAC service level.
   1. Action: Arrange and advertise a meeting to further discuss and develop a plan
   2. Assigned: 802.24 Chair
3. Market assessment of areas that have a requirement for multiple MAC/PHYs working together.

Those can benefit from a converged MAC layer. Can request IEEE Staff to assist

* 1. Action: Discuss with IEEE staff
  2. Assigned 802.24 Chair

1. Using the tools we have more to promote more inter-WG collaboration and coordination: e.g.

using tutorials to share

* 1. Action: Sponsor November tutorial with the topic “Working group and TAG status reports”
  2. Assigned: David

1. Liaison reports among Working Groups to share with all other working groups
   1. Action: Commence making such reports at working group meetings
   2. Assigned: all WG chairs
2. Discussion on importance of mentoring: need a proposal to foster mentoring
   1. Action: review new participant orientation materials for what is missing and develop a proposal for mentoring
   2. Assigned: Subir and Edward
   3. Action: Assemble a FAQ for new leaders
   4. Assigned: Subir, Edward and John D
3. Hybrid meetings and future meetings
   1. Action: Publish the notes and experiences captured during the workshop discussion and convene a meeting of near-term mixed mode ad hoc to review and make small recommendations for November.
   2. Assigned: George
4. Next workshop: Timeframe is November/December 2023.
   1. Action: Investigate options (1) hold following November plenary (2) holding at IEEE headquarters and (3) other options, and report to EC.
   2. Assigned: Jon R.