**IEEE P802.15**

 **Wireless Personal Area Networks**

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| Project | IEEE P802.15 Working Group for Wireless Personal Area Networks (WPANs) |
| Title |  |
| Date Submitted | [02 June, 2012] |
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| Re: | [If this is a proposed revision, cite the original document.][If this is a response to a Call for Contributions, cite the name and date of the Call for Contributions to which this document responds, as well as the relevant item number in the Call for Contributions.][Note: Contributions that are not responsive to this section of the template, and contributions which do not address the topic under which they are submitted, may be refused or consigned to the “General Contributions” area.] |
| Abstract | Meeting minutes for the Atlanta Interim. |
| Purpose | [Description of what the author wants P802.15 to do with the information in the document.] |
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Minutes for IEEE 802.15.4p Task Group

Waikoloa Plenary Meeting

14-17 May 2012

Jon Adams, chair and acting secretary

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| **1** | **Monday PM1- Agenda/Objectives/Minutes/Recap Activities** |
| **2** | **Monday PM2 - Technical Guidance Document** |
| **3** | **Tuesday PM1 - Technical Guidance Document** |
| **3** | **Tuesday PM2 – Technical Presentations** |
| **4** | **Wednesday AM1 – Technical Presentations, Next Steps** |

Monday PM2

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| **1** | **Monday PM1- Agenda/Objectives/Minutes/Address PAR/5C comments** |
| 1.1 | OPEN | Adams | 5 | 1:30 PM |
| 1.2 | Discuss Meeting Objectives/Opening Report and Agenda | Adams | 20 | 1:35 PM |
| 1.3 | Approval of Agenda | Adams | 10 | 2:05 PM |
| 1.4 | Read IEEE-SA Stds. Board Bylaws on Patents in Std's. & Guidelines | Adams | 5 | 2:15 PM |
| 1.5 | Approval of Waikoloa Minutes | Adams | 5 | 2:20 PM |
| 1.6 | Recapt activities to date | Adams | 30 | 2:50 PM |
| 1.7 | Purpose of Technical Guidance Document | Adams | 45 | 4:45 PM |
| 1.8 | Recess | Adams | 0 | 3:30 PM |

Item 1.1, 1.2: Document 15-12-0240-00-004p Task Group Opening Session

Item 1.3: Motion to approve agenda (15-12-0214-00-004p) as published. Astrin moved, Moskowitz second, approved unanimously.

Item 1.4: Went through P&P and Patent slides. No objections or raised hands noted.

Item 1.5: Motion to approve meeting minutes (15-12-0196-00-0ptc) from Waikoloa. Astrin moved, Moskowitz second, approved unanimously.

Item 1.6: Adams went through activities to date as interest group, then as study group, and now into task group phase.

* + Chair has worked with VTS VP Land Transportation Glickenstein (also a SGptc participant) to establish formal relationship with VTS (IEEE Vehicular Technology Society) Board of Governors.
	+ Chair is the liaison to the VTS BoG and supplied the first status report at the beginning of May for their review.
	+ Chair also supplied a writeup on group’s activities for publication in the VTS newsletter.
* Chair reminded group that Chair’s role has been as acting chair, and now as Task Group, time to have a formal chair. Asked for any nominations. None heard. Adams put his hat into ring. Motion to approve Adams as chair made by Heile, seconded by Notor. Unanimous approval.

Item 1.7: Technical Guidance Document is an informative document. Other groups have called theirs Technical Requirements, Technical Expectations, etc. Purpose is to provide group with a list of things that are certainly in scope and things that by their omission are likely out of scope.

Item 1.8: Meeting recessed.

Monday PM2

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| **2** | **Monday PM2 - Technical Guidance Document** |
| 2.1 | OPEN | Adams | 5 | 4:00 PM |
| 2.2 | Work on draft TGD | All | 115 | 4:05 PM |
| 2.3 | Recess | Adams | 0 | 6:00 PM |

Item 2.1. In-session.

Item 2.2: Group worked on text of TGD.

Item 2.3: Recessed.

Tuesday PM1

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| **3** | **Tuesday PM1 - Technical Guidance Document** |  |  |  |
| 3.1 | OPEN | Adams | 5 | 1:30 PM |
| 3.2 | Work on TGD | All | 115 | 1:35 PM |
| 3.3 | Recess | Adams | 0 | 3:30 PM |

Item 3.1 Open.

Item 3.2 Group worked on TGD. Completed first version (15-12-02-00-004p). Motion to approve Notor, seconded by Jillings. Passed unanimously.

Item 3.3 Recess.

Tuesday PM2

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| **4** | **Tuesday PM2 - Technical Presentations** |  |  |  |
| 4.1 | OPEN | Adams | 5 | 4:00 PM |
| 4.2 | Technical presentation | Adams | 115 | 4:05 PM |
| 4.3 | Recess | Adams | 0 | 6:00 PM |

Item 4.1 Open.

Item 4.2 Adams reprised presentation (15-12-0217-01-004p) PTC System Background and History: A Systems Overview

Item 4.3 Recess.

Wednesday PM2

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| **5** | **Wednesday AM1 – Next Steps and Scheduling** |  |  |  |
| 5.1 | OPEN | Adams | 5 | 8:00 PM |
| 5.2 | Discussion of Next Steps to San Diego | Adams | 115 | 8:05 PM |
| 5.3 | Adjourn | Adams | 0 | 10:00 PM |

Item 5.1 Open.

Item 5.2 Motions to be approved in mid-week plenary: Chair selection. Technical contributions are invited to be made at both San Diego in July and Palm Springs in September. Expectation is to get to a baseline proposal by November.

As first version of TGS is published, and since there are no further CfA presentations scheduled for this session, moved and approved to adjourn.

Item 5.3 Adjourn