**IEEE P802.15**

 **Wireless Personal Area Networks**

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| Project | IEEE P802.15 Working Group for Wireless Personal Area Networks (WPANs) |
| Title | **IEEE 802.15.4p Task Group Meeting Minutes** |
| Date Submitted | [15 November 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

November Plenary Meeting

12-16 November 2012

Jon Adams, chair and secretary

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| **1** | **Tuesday PM1 - Agenda/Objectives/Minutes/Recap activities** |
| **2** | **Tuesday PM2 - Drafting Text** |
| **3** | **Wednesday AM1 - Drafting Text** |
| **4** | **Thursday PM1 - Drafting Text** |
| **5** | **Thursday PM2 - Drafting Text, Schedule, Next Steps** |

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| **1** | **Tuesday PM1- Agenda/Objectives/Minutes/Recap activities** |
| 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 | 1:55 PM |
| 1.4 | Read IEEE-SA Stds. Board Bylaws on Patents in Std's. & Guidelines | Adams | 5 | 2:05 PM |
| 1.5 | Approval of Palm Springs Minutes | Adams | 5 | 2:10 PM |
| 1.6 | Review of Technical Guidance Document | All | 75 | 2:15 PM |
| 1.7 | Recess | Adams | 0 | 3:30 PM |

Item 1.1, 1.2: Document 15-12-0630-00-004p Task Group Opening Report

Item 1.3: Motion to approve agenda (15-12-0580-00-004p) as published: R Kohno motioned, R Krasinski seconded, 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 (15-12-0554-00-0ptc) from Palm Springs. Krasinski moved, Khono seconded, approved unanimously.

Item 1.6: 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 1.7: Meeting recessed.

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| **2** | **Tuesday PM2 – Drafting Text** |
| 2.1 | OPEN | Adams | 5 | 4:00 PM |
| 2.2 | Text Editing | All | 115 | 4:05 PM |
| 2.3 | Recess | Adams | 0 | 6:00 PM |

Item 2.1. In-session.

Item 2.2. Editing session.

Item 2.3: Recessed.

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| **3** | **Wednesday AM1 - Drafting Text** |  |  |  |
| 3.1 | OPEN | Adams | 5 | 8:00 AM |
| 3.2 | Text Drafting | TBD | 115 | 8:05 AM |
| 3.3 | Recess | Adams | 0 | 10:00 AM |

Item 3.1 Open.

Item 3.2 Editing session.

Item 3.3 Recess.

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| **4** | **Thursday PM1 - Drafting Text** |  |  |  |
| 4.1 | OPEN | Adams | 5 | 1:30 PM |
| 4.2 | Text Drafting | TBD | 115 | 1:35 PM |
| 4.3 | Adjourn | Adams | 0 | 3:30 PM |

Item 4.1 Open.

Item 5.2 Chair asked if there were any other informative presentations. None heard. Chair then began discussion of next steps, future schedule, and drafting of closing report (15-12-0661-00-004p).

Next face to face meeting in Vancouver BC (Canada), in January. Weekly call schedule will continue Wednesday mornings at 0800 US Pacific time. Due to US Thanksgiving holiday, next call will be 28 November. Meeting notice will be sent out soon.

Item 5.3 Adjourn