**Wireless Personal Area Networks**

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| Project | IEEE P802.15 Working Group for Wireless Personal Area Networks (WPANs) |
| Title | **<IEEE802.15 AC minutes>** |
| Date Submitted | [11 Sept 2020] |
| Source | [Pat Kinney][Kinney Consulting][Lake Zurich, IL] | Voice: [+1.847.960.3715]Fax: []E-mail: [pat.kinney@kinneyconsultingllc.com] |
| Re: | [802.15 AC Meeting, Sept 2020] |
| Abstract | [IEEE 802.15 Advisory Committee (AC) Minutes] |
| Purpose | [Official minutes of the Advisory Committee (AC) meeting] |
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**126th IEEE 802.15 WSN MEETING**

**Held Virtually via Webex (all times in EDT)**

**Sept 13-18, 2020**

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# AC Meeting Minutes

### Friday 11 Sept 2020

**9:00** Meeting called to order by Acting Chair, Pat Kinney (Kinney Consulting)

* Chair reviewed the agenda for the meeting:
	+ Bob Heile’s absence
	+ Attendance requirements for Sept Interim
	+ Voting: using DirectVoteLive (DVL) in the closing plenary
	+ November Plenary meeting requirements
* Acting Chair asked if there were any other matters to discuss:
	+ point was raised about the upcoming session as to registration and meeting fees.
		- Discussion ensued with the summary that registration was really only necessary for meeting fees. Furthermore, meeting fees would be set by the 802 EC for plenary sessions. The Wireless Chair Committee would then use the plenary fee information to determine interim session fees. However, at the present there are no meeting fees for virtual meetings.
	+ Another point raised was about the time zoning for virtual sessions.
		- The response was that the time zone for virtual sessions has been proposed to be the time zone for the originally scheduled in-person. However, presently the EC has set the virtual time zone to ET.

## Bob Heile’s absence

* Pat Kinney read the following message to the group:

*Bob Heile has asked us (Pat Kinney and Rick Alfvin) to provide you with a status update on his health and leadership within the 802.15 community. As you all know, Bob has been dealing with some serious health issues over the past many months. Unfortunately, Bob’s condition has worsened and he has very recently entered into a palliative care program at home. As such, Bob has requested that Pat Kinney and Rick Alfvin take over the leadership responsibilities of the 802.15 Work Group, effective immediately, with Pat as the acting chair and Rick as vice chair. Pat and Rick are fully prepared to take over these responsibilities and will continue driving the standards development process within the Working Group. Pat will continue working with Paul Nikolich as to the appropriate measures to be taken in these circumstances.*

*Moving forward, our intention is to define a plan for formal elections, with those elections taking place no later than March 2021.  In the meantime, please direct any and all messaging for 802.15 officers to Pat Kinney (**pat.kinney@kinneyconsultingllc.com**) and/or Rick Alfvin (**rick@linespeed.io**).*

* The following comments were made:
	+ In the past in-person meetings we used to sign a get-well card, can we do so virtually?
		- Response was yes, Rick Alfvin took an action item to start such a card
	+ The above message should be conveyed to all of 802.15
		- Group consensus was that the above message would be appropriate to be emailed to all of 802.15

## Attendance requirements for September interim session

Rick Alfvin (Linespeed) informed the group that there was no registration for this interim session. He further explained the mechanism (IMAT) for recording meeting attendance. Rick continued explaining that interim sessions were treated differently than plenary sessions, since for the three session attendance to obtain voting rights, at least two plenary sessions are required, while one interim session may be substituted for the third session. Since interim sessions can be thought of as optional, the mechanism for acquiring meeting attendance at interim sessions can be different that for plenary sessions. Rick proposed that for the September interim session of 16 meetings over four days, that the attendance be recorded on a day basis, i.e. attend any meeting on a specific day and you will get attendance for that day. Given that the threshold for session attendance is 75%, attendance of at least three days will grant an individual attendance for the interim session. The group’s consensus was that this scheme would be good for the 802.15 WG.

Comments were made that many would-be-first-timers didn’t understand how to start attending the meetings. It was agreed that the 802.15 webpage must be enhanced to contain information on how to attend, how to attain voting rights, and when do specific meetings start (i.e. the agenda). Rick took the action item to update the webpage accordingly.

## Voting: using DirectVoteLive (DVL) in the closing plenary

Jonathan Goldberg (IEEE SA) presented the concept of live voting at virtual meetings via DirectVoteLive (DVL). He explained how the voting application works and how to register. DVL will only be used at the closing plenary meeting on Friday, 18 September. He also noted that the motions would be loaded in advance of the meeting. This process will require that the TG chairs send Pat Kinney the motions for the closing meeting by end of Thursday. Jonathan took the action item to send links to information on DVL.

## November Plenary meeting requirements

Pat Kinney notified the TG chairs that information on how many meetings for each TG will be required for the November session must be submitted by the closing meeting next week.

## AoB

T Kivinen advised the AC about the lack of participation in the TG9ma WG ballot. R Alfvin noted that the ballot has been extended until 17 September to allow further participation. T Kivinen asked as to why there were no acknowledgement for vote submission. P Kinney stated that it was the WG chair’s responsibility to do so. Pat Kinney took the action item to respond to the TG9ma ballot submissions with acknowledgements.

**10:05** Upon no further discussion nor objection, the meeting was adjourned

## Action Items:

1. R Alfvin to distribute a card for Bob Heile
2. R Alfvin to update 802.15 webpage with information on attending meetings
3. J Goldberg to send links on DVL information to the 802.15 reflector
4. TG chairs to send closing motions to Pat Kinney by end of Thursday, 17 Sept
5. TG chairs to inform Pat Kinney before closing meeting of their TG needs for meetings at the November session
6. P Kinney to acknowledge the TG9ma ballot submissions

## Attendees:

Riuji Kohno

Clint Chaplin

Gary Steubing

Rick Alfvin

Phil Beecher

Jörg Robert

Billy Verso

Don Sturek

Kunal Shah

Jonathan Goldberg

Shoichi Kitazawa

Takashi Kuramochi

Tero Kivinen

Tim Godfrey

Clint Powell

Thomas Kuerner

Yeong Min Jang

Paul Nikolich (last 5 minutes)