

Maintenance Task Group Ad-Hoc Conference Call

November 6, 2020

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REMINDER: Introduction Material

- The following information was made available before this meeting:
 - The IEEE SA Copyright Policy slides,
 - The IEEE SA PatCom Patent Slides for Standards Development Meetings,
 - The IEEE SA slides regarding IEEE Codes of Ethics and Conduct, participation in the “individual process”, and dominance,
 - The decorum information, and
 - The reminder for participants to register their attendance in IMAT
- The information can be reviewed at:
<http://www.ieee802.org/1/files/public/templates/admin-WG+TG-intro-0720-v01.pdf>

Participants have a duty to inform the IEEE

- Participants shall inform the IEEE (or cause the IEEE to be informed) of the identity of each holder of any potential Essential Patent Claims of which they are personally aware if the claims are owned or controlled by the participant or the entity the participant is from, employed by, or otherwise represents
- Participants should inform the IEEE (or cause the IEEE to be informed) of the identity of any other holders of potential Essential Patent Claims

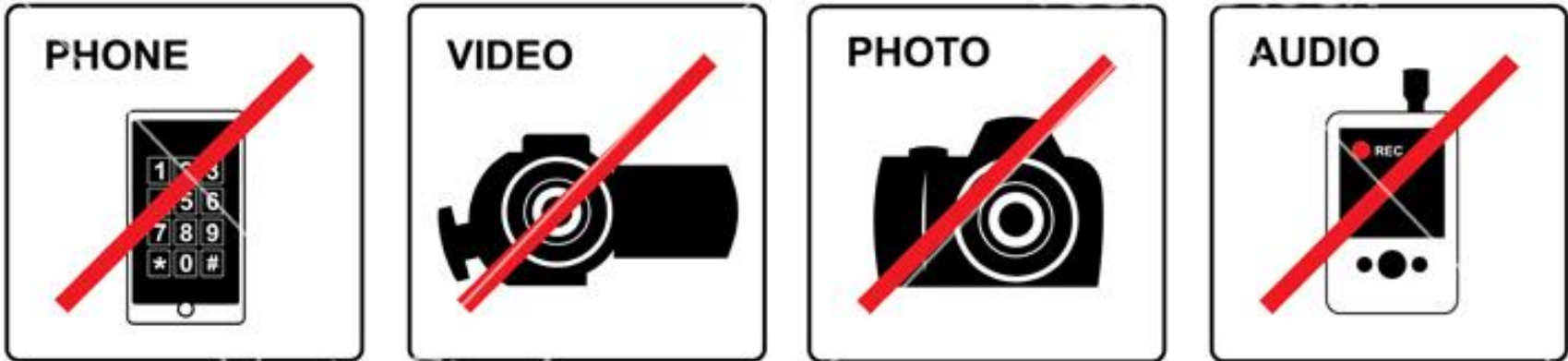
**Early identification of holders of potential
Essential Patent Claims is encouraged**

Ways to inform IEEE

- Cause an LOA to be submitted to the IEEE-SA (patcom@ieee.org); or
- Provide the chair of this group with the identity of the holder(s) of any and all such claims as soon as possible; or
- **Speak up now and respond to this Call for Potentially Essential Patents**

If anyone in this meeting is personally aware of the holder of any patent claims that are potentially essential to implementation of the proposed standard(s) under consideration by this group and that are not already the subject of an Accepted Letter of Assurance, please respond at this time by providing relevant information to the WG Chair

Decorum



- **Press (i.e., anyone reporting publicly on this meeting) are to announce their presence** (*SASB Ops Manual 5.3.3.3*)
- **Video/Audio recording by participants is prohibited** (*SASB Ops Manual 5.3.3.2*)
- **Photography by permission only** (*SASB Ops Manual 5.3.3.2*)
- **Cell phone ringers off please**

Register Attendance for Minutes

- Please **register** your attendance at IMAT: <https://imat.ieee.org>
- This requires a free IEEE Account.
- Please sign up if you do not yet have an IEEE Account.

Schedule 7:00 8:00 9:00 10:00 11:00 12:00 13:00 14:00 15:00 16:00 17:00 18:00 19:00 20:00 21:00 22:00 23:00

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- Please record your attendance for an active meeting (denoted by a yellow bar) by clicking on the yellow bar. Once your attendance has been recorded, the yellow bar changes to a green bar.
- The data from IMAT is used as the meeting participant list.

Electronic meeting guidelines

Please provide your information

- Full name
- Affiliation, as part of your name, e.g., in brackets
- (May provide them in the chat window.)

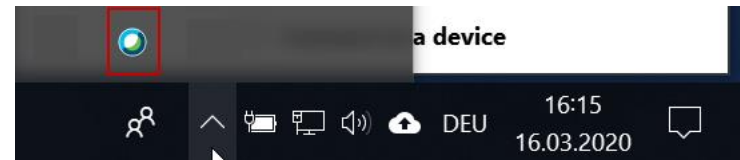
Please **mute** yourself when you are not speaking

Please put yourself into the queue “at the mic” via the Chat, e.g.,: “+q” / “-q”

Changing your data in Webex

Step 1

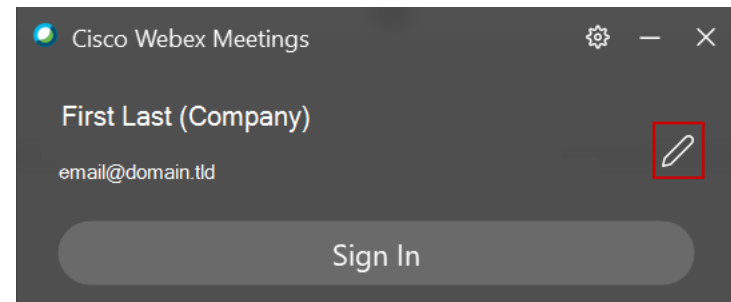
- Go to the "Display hidden icons" arrow in the Windows task bar



- Right-click on the Webex icon and select "Open Cisco Webex Meetings"

Step 2

- In the Webex Windows that opens, Click on the pencil icon next to your display information



- (May need to Exit Webex via the cog wheel and restart it to see the pencil icon.)

Maintenance Task Group Meeting
November 4, 2020 – 2PM EST
Agenda

<https://1.ieee802.org/november-2020-plenary-session-electronic-maintenance-agenda/>