

Meeting Notes of IEEE WG-E3  
May 19, 2010 – Montreal, QC

Chair: Don Delcourt  
Secretary: Randy Clelland

1. Don Delcourt opened the meeting with introductions.
2. **Obligatory Statement** - The latest revision of five-page long obligatory document from IEEE, regarding patents in standards and inappropriate topics for working group meetings was displayed. No objections were raised by those in attendance.
3. **Member attendance** – There were 11 at the meeting, 6 members and 5 guests (5 stayed only part time). Since there were 6 members out of a total of 14 registered members, a quorum did not exist.
4. **Previous Meeting Notes Review** – The previous meeting notes were reviewed. Patrick McShane noted they should be changed to show he attended the meeting.
5. **PAR status** – the PAR will expire Dec 2010. An extension may be required if multiple ballots are required to pass the standard.
6. **Draft 5 Opinion Survey** – 12 responded to the question of if the current draft was suitable to proceed to ballot. Of the 12, ten responded Yes, one liked the document but did not answer because he is not a member and the other thought minor changes needed to be complete first. Based on the response, the document has been sent to the IEEE editors.
7. **Comments on Draft 6 (incorporates any comments received on Draft 5):**
  - Items brought up were reviewed and resolved with changes made to the document. Patrick has additional comments that he will send to Don within two weeks of the meeting (Jun 4).
8. **Next Steps:**
  - The Scope and Purpose of the document does not match the PAR. The working group members will be asked to vote if it needs to be changed. If they are changed, then the PAR will have to be revised.
  - Patrick to send his comments to Don by Jun 4.
  - All others to send their comments to Don by Jun 4.
  - Comments will be incorporated into the document then sent to the working group by July 2.
  - Working group members will be asked to vote if the document should be sent to IEEE for balloting.
9. **Next Meeting** – TBD

Recorded by Randy Clelland