Meeting Agenda
8-10 February 2010
Chair: Glen Kramer

Except for Call To Order times, all times are approximate and for guideline purposes only.

Item	Title	Duration	Start time	Stop time
	DAY 1: Monday, 8 February 2010			
1	**Call to Order** -- Introductions / Declarations of affiliation -- Working Group process overview / Entity-based project rules -- Meeting attendance	0:30	9:00 AM	9:30 AM
2	**Establish Member entities** -- DRs and DRAs -- Voting Cards	0:20	9:30 AM	9:50 AM
3	**Approval of agenda**	0:20	9:50 AM	10:10 AM
4	**Appointment of the Election Processor** -- Officer election process and timeline -- Openning of the Election of WG Officers	0:20	10:10 AM	10:30 AM
	Break	0:30	10:30 AM	11:00 AM
5	**Temporary appointment of WG officers**	0:15	11:00 AM	11:15 AM
6	**IEEE Patent Policy** -- Call for Patents	0:15	11:15 AM	11:30 AM
7	**WG Logistics** -- Ground rules -- Membership requirements -- P1904.1 Website and private directory -- Submitting Contributions -- E-mail Reflectors and website	0:30	11:30 AM	12:00 PM
	Lunch	1:00	12:00 PM	1:00 PM
8	**IEEE SA Standartization Process**	0:30	1:00 PM	1:30 PM
9	**WG Policies and Procedures** -- Review P1904.1 Policies and Procedures draft -- Review P1904.1 Operations Manual draft -- Review of IEEE SA 2010 Project Acceleration Package/Contract -- Discussion/Editing	1:30	1:30 PM	3:00 PM
	Break	0:30	3:00 PM	3:30 PM
10	**WG Policies and Procedures (continued)** -- Review P1904.1 Policies and Procedures draft -- Review P1904.1 Operations Manual draft -- Review of IEEE SA 2010 Project Acceleration Package/Contract -- Discussion/Editing	1:30	3:30 PM	5:00 PM
	Recess		5:00 PM	

Item	Title	Duration	Start time	Stop time
	DAY 2: Tuesday, 9 February 2010			
11	**Call to Order** -- Plan for the day	0:10	9:00 AM	9:10 AM
12	**WG Policies and Procedures (continued)** -- Review P1904.1 Policies and Procedures draft -- Review P1904.1 Operations Manual draft -- Review of IEEE SA 2010 Project Acceleration Package/Contract -- Discussion/Editing	1:20	9:10 AM	10:30 AM
	Break	0:30	10:30 AM	11:00 AM
13	**WG Policies and Procedures (continued)** -- Discussion/Editing -- Motions to approve	1:00	11:00 AM	12:00 PM
	Lunch	1:00	12:00 PM	1:00 PM
14	**Technical Work Kick-off** -- Initial considerations for WG Work Plan -- Review of Contributions -- Subgroup formation	2:00	1:00 PM	3:00 PM
	Break	0:30	3:00 PM	3:30 PM
15	**Technical Work Kick-off (cont.)** -- Initial considerations for WG Work Plan -- Review of Contributions -- Subgroup formation	1:30	3:30 PM	5:00 PM
	Recess		5:00 PM	

Item	Title	Duration	Start time	Stop time
	DAY 3: Wednesday, 10 February 2010			
16	**Call to Order** -- Plan for the day	0:10	9:00 AM	9:10 AM
17	**Technical Work Kick-off (cont.)** -- Initial considerations for WG Work Plan -- Review of Contributions -- Subgroup formation	1:20	9:10 AM	10:30 AM
	Break	0:30	10:30 AM	11:00 AM
18	**Technical Work Kick-off (cont.)** -- Initial considerations for WG Work Plan -- Review of Contributions -- Subgroup formation	1:00	11:00 AM	12:00 PM
	Lunch	1:00	12:00 PM	1:00 PM
19	**Next Steps / Homework**	0:30	1:00 PM	1:30 PM
20	**Project Timeline** -- Discussion -- Approval	0:30	1:30 PM	2:00 PM
21	**Next meeting proposal**	0:30	2:00 PM	2:30 PM
22	**Future meetings** -- Schedule for 2010 -- Hosts/Locations	0:30	2:30 PM	3:00 PM
23	**Unfinished business**	0:15	3:00 PM	3:15 PM
24	**New Business**	0:15	3:15 PM	3:30 PM
	Adjourn		3:30 PM	