**IEEE Communications Society Standards Development Board (COM/SDB)**

**Minutes**

Friday 31 August 2018, 10AM Eastern time

WebEx Call

1. **Call to Order at 10:11 EDT**
2. **Roll Call, Voting status of the members, and Establish Quorum**

**In attendance: Tarek, Jean-Philippe, Oliver, Earl.**

**Zack also, but with his recent absence sequence he is non-voting for this meeting**

**4 voting members, and quorum requires 5. Quorum is not met, so no business can be transacted.**

1. **Approval of Agenda (DECISION)**

**No action on the agenda can be taken**

1. **Approval of the COM/SDB Minutes of the last meeting (DECISION)**
   1. **Minutes of July meeting**

**No action on the prior meeting minutes can be taken**

1. **P&P update discussion for COM/SDB (Current P&Ps expire end of 2018)**

**Unofficial discussion on the progress on the following task assignments was taken, for each task for which the responsible party is in attendance.**

**Jean-Philippe commented that beyond the new format in the present template under review, each member should also refer to the existing P&P text (which may be different from the file being edited).**

* 1. **Clause # 1: this will be composed/edited by Tarek**
  2. **Clause # 2: this will be composed/edited by Jaafar**
  3. **Clause # 3: this will be composed/edited by Mehmet**
  4. **Clause # 4: this will be composed/edited by Stefano**
  5. **Clause # 5: this will be composed/edited by Alex**
  6. **Clause # 6: this will be composed/edited by Jean Philippe**
  7. **Clause # 7: this will be composed/edited by Oliver**
  8. **Clause # 8: this will be composed/edited by Rob**
  9. **Clause # 9: this will be composed/edited by Earl**

1. **Reports**

**No reports were taken**

* 1. **Reports from ComSoc Standards Committees**
* **DySPAN**
* **MobiNet**
* **PLC**
* **NetSoft**
* **GreenICT**
* **EdgeCloud**
* **AccessCore**
  1. **Reports from Working Group and Study Group Chairs**
* **CEA**
* **Smart Cities Working Group**
  1. **Treasurer report**

1. **New Business**
2. **Next Meeting: regular schedule is for Friday 28 September, 10 AM to 11AM Eastern time**

**The Chair wishes to hold an interim special meeting to specifically cover the P&P tasks in Section 5. A Doodle Poll is authorized to determine if this special meeting shall be held on Sept. 10, 18, or 19, and at the times (each day) to be proposed at EDT 10h, 11h, 13h, or 14h.**

1. **Adjournment**