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

**Minutes**

Friday, 28 September 2018, 10AM Eastern time

WebEx Call

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

In attendance: Tarek El-Bawab (Chair), Alex Gelman, Oliver Holland, Mehmet Ulema, Jean-Philippe Faure, Earl McCune. Staff attendees: Nicholas Orlando.  
6 voting members, and quorum requires 5. Quorum met.

No advance distribution of agenda and prior minutes was provided.

1. P & P discussion

The sub-committee comprised of Tarek, Mehmet, and Stefano Will meet on 2 October to review edits submitted by the committee members. Response will be provided back to all members of COM/SDB by the middle of October.

Discussion of individual sections of the draft Ps&Ps:

* Alex proposes clarifying the financial model. He will submit suggested text to Tarek, Mehmet, and Stefano later today.
* Mehmet asks if items in the Operations Manual can be included in the P&Ps.
* Nicholas asks to contact those members of COM/SDB who regularly miss these meetings. Maybe there is a better time to schedule these meetings? This possibility is to be added to the next meeting agenda.

1. Next Meeting: regular schedule is for Friday 26 October, 10 AM to 11AM Eastern time
2. Adjournment

The meeting adjourned at 10:28 AM EDT.