**IEEE Communications Society Standards Development Board (COM/SDB)  
Meeting Minutes  
Friday, 28 February, 2020, 10:00 a.m. ET  
WebEx Call**

1. Call to Order at 10:09 a.m. EST
2. Roll Call, Voting Status of the members and Establish Quorum
   1. Voting members: Alex Gelman, Oliver Holland, Mehmet Ulema, Ed Tiedemann,   
      Jaafar Elmirghani

Five voting members present, four needed for quorum. Quorum present.

* 1. Non-voting members: Rob Fish (eligible at next meeting)
  2. Observers: Abd-Elhamid M. Taha, R. Venkatesha Prasad
  3. IEEE Staff: Adam Greenberg, Jennifer Santulli

1. Approval of agenda
   1. The agenda was amended to add an item under Old and Unfinished Business (Discuss website updates), and an item under New Business (Discussion of ComSoc standards strategy.) The amended agenda is embedded below.



* 1. Mehmet moved to approve the agenda as amended, Alex seconded. **MOTION PASSED.**

1. Review IEEE Patent Policy
   1. Slides 0-4 of the Patent Policy were shown.
   2. The Chair provided an opportunity for participants to identify patent claim(s)/patent application claim(s) and/or the holder of patent claim(s)/patent application claim(s) of which the participant is personally aware and that may be essential for the use of that standard.
   3. No responses were given.
   4. Following the review, Alex raised a point of order about declaring affiliations. **ACTION:** Adam to send list of current affiliations to each member for review and updating prior to the next meeting. A roster will be shown at the start of each meeting and a question will be raised as to whether affiliations have changed.
2. Approval of COM/SDB prior meeting minutes:   
   5.1. February 11, 2020: Oliver moved to approve, Mehmet seconded. **MOTION PASSED**
3. Reports  
   6.1. Chair’s Report: Ed gave a verbal report, focusing on the impact of the Coronavirus on standards meetings and asking for input. Rob noted that IEEE, through Executive Director Steve Welby, has said employee travel to “hot spots” (e.g., China, Korea) will not be approved while other face-to-face meetings are at the discretion of OUs. The IEEE Standards Board is scheduled to meet in New Delhi the week of March 1; attendees have the option to participate via teleconference. DySpan is moving ahead with plans for a face-to-face meeting in Florida. Alex noted he has working groups in China and there is no information on next meeting; he continues to monitor the situation. The next COM/SDB face-to-face is scheduled for June in Dublin at ICC.  
     
   6.2. Reports from COM/SDB Standards Committees:
   * DySpan: embedded below.  
       
     
   * MobiNet: embedded below. (Note that the PAR on page 5 covers secure channels and QoS; still in the early stages and focusing on aerial communications. Confirmed this is a ComSoc initiative. )  
     
   * PLC: No report.
   * NetSoft: embedded below.  
     
   * GreenICT: embedded below.  
     
   * EdgeCloud: embedded below.  
     
   * AccessCore: Alex shared the report before the meeting via email but was unable to present due to time constraints. The report is embedded below.  
     

6.3. Reports from Working Group and Study Group Chairs:

* CEA: No report.
* Smart Cities Working Group: No report, see 8.1 below.

**ACTION:** In future reports, presenters to list the number of participants in each Working Group

6.4. Treasurer report:

* Alex shared the report before the meeting via email but was unable to present due to time constraints. The report is appended to the end of the AccessCore report, which is embedded above.

7. Continue discussion of proposals on term limits and MALs -- Not addressed.

8. Old and unfinished business

8.1. Status update: NESCOM approval of transfer of Smart Cities WG to NetSoft, still scheduled for March meeting? -- Mehmet confirmed the transfer is on the Consent Agenda for March.

8.2. Status update: Document repository (Jennifer/Adam) -- Not addressed

8.3. Status update: Changing number of PAR titled “Standard for Discovering and Intent Sharing between Smart City Component Systems” from P2873 to P1951 -- Number changed, see NetSoft report.

8.4. Status update: Do ComSoc P&Ps require a COM/SDB representative on the Online Content Board? (Adam) -- Not addressed.

8.5. Discuss website updates: **ACTION:** Members to reply to Ed with any updates needed on the website, Adam to make updates.

1. New business:

9.1. Discussion of ComSoc standards strategy: Not addressed.

1. Next Meeting: Friday, 27 March, 10 a.m. ET (WebEx Call)

10.1. The next meeting conflicts with ComSoc’s OpCom 1 meeting. **ACTION:** Adam to send a Doodle poll soliciting alternate dates and times with the goal being to schedule a meeting prior to March 13.

1. Adjournment at 11:04 a.m. ET.