1.   Call to Order

The meeting was called to order at 10:03 am EDT by the ComSoc Standards Development Board Chair, Mehmet Ulema.

2.   Roll Call, Voting Status, Member Affiliations and Establish Quorum

Attendees present stated their name and updated their affiliations.

Voting Members (Ex Officio)	Attendance	Voting Status	Employer/ Affiliations	Standards Participation (both IEEE and non-IEEE)
Mehmet Ulema	X	Voting	Professor, Manhattan College, New York	● Chair, IEEE COM-SDB ● Chair, COM/NetSoft SC ● Member, ICCom
John Bareham		Non-Voting	Consultant	● Chair, IEEE CEA Working Group on Communication Electroacoustics
Jaafar Elmirghani	X	Voting	Kings College London Ultracell Networks	● Chair, IEEE EEICT ● Chair, IEEE P1925.1, P1926.1, P1927.1, P1928.1, P1929.1 ● Member, IEEE 1922.1, 1922.2, 1923.1, 1924.1 ● Chair, COM/GreenICT SC ● PI EPSRC Terabit Optical Wireless (TOWS) project ● Standards Liaison for ComSoc Transmission, Access, and Optical Systems (TAOS) TC
Jean-Philippe Faure "JP"	X	Voting	Progilon CEO / Panasonic	● Chair, IEEE P1901 ● Chair, IEEE P1901c ● Past Chair, IEEE-SA SASB ● Chair, IEEE COM/PLC
Rob Fish	X (joined late)	Voting	Princeton University / Self	● Chair, IEEE ComSoc/Edge, Fog, Cloud Communications w/IOT and Big Data Standards Committee (COM/EdgeCloud-SC) ● Past President, IEEE Standards Association (SA)
Alex Gelman	X	Voting	NETovations, LLC	● Chair, IEEE AccessCore-SC ● Treasurer, IEEE COM/SDB ● Co-Chair, Standards Working Group, Future Networks Initiative

				● Member of IEEE SA SESCom ● Co-Chair, FDC Public Safety Technologies Standards Operations Committee ● FDC Rep to TAB COS ● Member, IEEE AerCom Committee
Oliver Holland	X	Voting	Wipro Technologies	● Chair, IEEE 1918.1 ● Chair, IEEE 1900.6 ● Vice-Chair, IEEE 1900.7 ● Chair, IEEE MobiNet Standards Committee ● Chair, IEEE DYSPAN Standards Committee ● Vice President, Standards VTS ● Chair, IEEE VTS Standards Activities Committee ● Board Member, Whitespace alliance ● Standards Liaison for ComSoc Tactile Internet TC
Haiying Lu (John）	X	Voting	Senior Engineer, China Electronics Standardization Institute (CESI)	● Chair, IEEE 1937.1 ● Chair, IEEE COM/AerCom Standards Committee ● Member, IEEE AudCom (2024) ● Member, IEEE RevCom (2024) ● Convenor, ISO/IEC JTC1/AG19 ● Member, ISO/IEC JTC 1/AG 2 ● Member, ISO/IEC JTC1/SC1 WG12 ● Co-editor, ISO 22460-2 ● Vice Chair, SAC/TC28/SC17 WG12 ● Member, IEEE SASB
Non-Voting Member (Ex Officio)				
Ed Tiedemann (Chair)	X	N.A.	Qualcomm, Senior Vice-President, Engineering / Qualcomm	● Past-Chair and Advisor to IEEE COM/SDB ● Member of ComSoc Standardization Programs Development Board ● Head of Qualcomm's standards and industry organization activities ● Member of Board, MFA (MulteFire Alliance) ● TIA lead representative, oneM2M Steering Committee ● Participant in ATIS Next G Alliance
Wei Zhang		N.A.	Professor, School of Electrical Engineering and Telecommunications, the University of New	● ComSoc Vice President, Technical and Educational Activities

			South Wales, Sydney, Australia	
IEEE-Staff				
Jennifer Santulli	X	N.A.	IEEE-SA Staff	● Project Manager, IEEE SA
Karen Pannullo	X	N.A.	IEEE ComSoc Sr. Program Manager	● ComSoc Staff supporting COM/SDB ● ComSoc Staff supporting Standardization Programs Development Board
Cyn Sikora	X	N.A.	IEEE ComSoc Director	● ComSoc Staff supporting COM/SDB ● ComSoc Staff supporting Standardization Programs Development Board
Other Visitors:				

Quorum was established - 6/7 voting members were present at the beginning of the meeting and increased to 7/7 voting members at 11:00am.

3.   **Approval of the Consent Agenda -** The agenda is online at: https://ieee-sa.imeetcentral.com/comsdb/folder/WzIwLDE3ODczOTM3XQ.   The agenda and the minutes from the last meeting were approved as presented.

   3.1. **Approval of October 27, 2023 meeting minutes** (online at: https://ieee-sa.imeetcentral.com/comsdb/folder/WzIwLDE3MzUyMTMzXQ).

4.   **Chair Report (Mehmet Ulema)**
   ● Mehmet welcomed everyone back to the board and thanked Ed for his past leadership and announced that Ed will be an advisor to the board this year.
   ● Today's meeting will be an open discussion and talk about how to make the board more effective.

5.   **IEEE SA Updates**
   5.1. SA Governance Update (Jennifer Santulli).
   ● Jennifer provided a report after the meeting.   The report, COM-SDB 20240209-014, is posted on iMeet at: https://ieee-sa.imeetcentral.com/comsdb/folder/WzIwLDE3ODczOTM3XQ.
       ● **ACTION: Alex Gelman (Treasurer) and Mehmet Ulema (Chair)** must submit COM-SDB Financial reports by 2/15/24

6.   **Follow up on Action Items** –

ACTION	OWNER	STATUS	COMMENTS
P2413.1 JP to give an update on the P2413 efforts going on in the CAG	JP Faure	Open	02/09/24 –JP will provide an update at the 3/8 COM-SDB meeting. 12/22/23 – JP will continue to monitor this. 8/25/23 – Meeting is scheduled September 7th (5:00am EDT). JP will attend. Jennifer/JP will provide a status after the meeting occurs. 6/6/23 – Nothing to report. 4/23/23 – Activity will resume soon. If no updates are available by the end of June, COM-SDB will decide next steps. 1/27/23 – CAG extended the PAR. PLC is a co-sponsor.

			11/18/22 – No update provided 9/23/22 - No Update Provided
Provide COM-SOC MAL suggestions to ~~Ed~~ Mehmet for industry candidates who are involved in ComSoc Standards activities – potentially leaders of the WGs	All Board Members	Open	2/9/24 – New action item created. 12/22/23 - Jim Lansford, VP Prasad, Richie Liu have expressed interest. Ed will speak with Mehmet about this offline.
Develop strategy and review criteria for how many MALs to appoint	Mehmet Ulema	Open	2/9/24 – This will be reviewed at the 3/8 COM-SDB meeting.
Update the COM-SDB Operations Manual	Mehmet Ulema/ Alex Gelman	Open	
Submit COM-SDB Financial reports by 2/15/24	Mehmet Ulema/ Alex Gelman	Open	
Update ComSoc Website with new roster	Karen Pannullo	Open	
Request a meeting room at ICC	Karen Pannullo	Closed	
Add "Approve vision" on the agenda of the 3/8 COM-SDB meeting	Karen Pannullo	Open	
Circulate PAR 3459 and Idea for a PAR – Submitted by Xiamo to COM-SDB members	Karen Pannullo	Open	
Send Mehmet any new ideas for what COM-SDB can accomplish in 2024	All Board Members	Open	
Suggest to Peiying that Alex and/or Rob be a member of the SPDB.	Karen Pannullo	Closed	
Create and distribute invite for COM-SDB meetings in 2024	Karen Pannullo	Closed	

7. **Committee Reports**

   Mehmet announced that only 1 Committee report will be reviewed in detail at each COM-SDB meeting. There is no template for the report, but it should be 10-15 minutes, should include an update on all the projects, best practices the SC is using so the best practices can be shared with other SCs, and any other items that require assistance from COM-SDB.

   7.1. **Designated Standard Committee Report**
   - **AccessCore SC** (Alex Gelman) – Alex presented the report COM-SDB-20240209-006R1 - AccessCore and -009 Treasurer Report, which is posted on iMeet at: https://ieee-sa.imeetcentral.com/comsdb/folder/WzIwLDE3ODczOTM3XQ .

   7.2. **Treasurer Report**
   - **SA Financial Reporting** (Alex Gelman) – Alex presented the report COM-SDB-20240209-006R1 - AccessCore and -009 Treasurer Report, which is posted on iMeet at: https://ieee-sa.imeetcentral.com/comsdb/folder/WzIwLDE3ODczOTM3XQ.

8. **Old and Unfinished Business**
   8.1. Idea for a PAR – Submitted by Xiamo

- "IEEE Standard for Architectural Framework and Technical Requirement for Edge Interconnectivity of Intelligent Hub Devices"
- **ACTION:** **Karen** will circulate this to discuss at the 3/8 meeting. The presentation that was submitted by is posted on iMeet, document titled 20231222-015 - **COM-SDB 20231222-015 - PAR for IEEE ComSoc - Edge Interconnectivity of Intelligent Hub Devices**

8.2. PAR 3459

- "Internet Protocol World Country Code Segment Protocol" was submitted to NESCOM without COM-SDB approval, but it is listed under COM-SDB.
- **ACTION: Karen** will circulate the PAR will be circulated to the members of the board and feedback will be gathered at the next COM-SDB meeting. The PAR is posted on iMeet, document titled COM-SDB 20240209-016 – PAR3459.

8.3. PAR 1947

- "Quantum Cybersecurity Framework" has been submitted to NESCOM's March agenda listed under COM-SDB under Mehmet's SC.

9. New Business

9.1. Template for Standard Committee Monthly Report

- Mehmet proposed that all SCs prepare a brief report, monthly, which will not be presented but will be posted for the records.
- The team reviewed the proposed template and made some suggested changes. The document is posted on iMeet, document titled COM-SDB 2040209-017 - COM-SDB Status Report Template v3.

9.2. Schedule of COM-SDB meetings for 2024

- The board members agreed to meet on the 2nd Friday of every month from 9-11am EST.
- Mehmet suggested holding a meeting at ICC. ComSoc is limiting all meetings to 1 ½ hour meetings and is not supporting hybrid meetings. We are awaiting Robert Schober and Wei Zhang's approval to hold a F2F meeting.
- **ACTION: Karen** will request a room for the meeting.

9.3. Designated Standard Committee Reporting Scheduled for 2024

- A suggested schedule for Standards Committee Working Group Report was presented and was accepted by the board. It was accepted and is posted on iMeet as COM-SDB 20240209-15 – Standards Committee Working Group Reporting Schedule.

9.4. Appointment of COM-SDB Vice-Chair and Secretary

- Mehmet appointed Alex Gelman as Vice Chair and Treasurer and JP Faure as secretary
- ACTION: Karen will update the COM-SDB website with the updated Roster.

9.5. Strategy of IoT and other Emerging Technology Standardization

- Mehmet would like to create a strategic vision for COM-SDB, execute the vision as we go, and present the vision whenever a presentation is done.
- The board members had a short brainstorming session.
- **ACTIONS:**
  - **Karen** to add agenda item "Approve vision at next COM-SDB meeting
  - **All Board Members** - Send Mehmet any new ideas for what COM-SDB can accomplish in 2024.

9.6. Relationship with ComSoc Standardization Programs Development Board
- Peiying Zhu is the new SPDB 2024 chair and is the head of research at Huawei and was the ComSoc Industry Outreach Board in 2023.
  - o **ACTION: Karen** will suggest to Peiying that Alex and/or Rob be a member of the SPDB.

10. Next Meeting: March 8, 2024, 9:00am-11:00am EST

11. Adjournment – Meeting adjourned at 12:00 EST.