

**Meeting Agenda**

7-9 February 2012

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

DAY 1: Tuesday, 7 February 2012				
Item	Title	Duration	Start time	Stop time
1	<b>Call to Order</b> -- Introductions / Declarations of affiliation -- Goals for this meeting	0:20	9:00 AM	9:20 AM
2	<b>Executive Secretary Report</b> -- New or dropped-out member entities -- Introduction of new DRs and DRAs -- Distribution of Voting Cards -- Verification of attendance credit	0:15	9:20 AM	9:35 AM
3	<b>Approval of agenda</b>	0:10	9:35 AM	9:45 AM
4	<b>Approval of previous meeting minutes</b>	0:10	9:45 AM	9:55 AM
5	<b>IEEE Patent Policy</b> -- Call for Patents	0:20	9:55 AM	10:15 AM
6	<b>SIEPON WG membership Criteria (S. Kim)</b>	0:10	10:15 AM	10:25 AM
7	<b>Past meeting financial report (J. Song)</b>	0:05	10:25 AM	10:30 AM
8	<b>Break</b>	0:30	10:30 AM	11:00 AM
9	<b>Proposal for April 2012 meeting (C. Knittle)</b>	0:10	11:00 AM	11:10 AM
10	<b>C0-C3, C99 comment resolution (M. Hajduczenia)</b>	0:10	11:10 AM	11:20 AM
11	<b>C4 comment resolution (M. Hajduczenia)</b>	0:10	11:20 AM	11:30 AM
12	<b>A4A comment resolution (M. Hajduczenia)</b>	0:15	11:30 AM	11:45 AM
13	<b>A4B comment resolution (M. Takizawa)</b>	0:15	11:45 AM	12:00 PM
14	<b>Lunch</b>	1:30	12:00 PM	1:30 PM
15	<b>A4C comment resolution (Liu Qian)</b>	1:45	1:30 PM	3:15 PM
16	<b>C5, A5A comment resolution (M. Hajduczenia)</b>	0:00	3:15 PM	3:15 PM
17	<b>TF1 Opening report (L. Khormosh)</b>	0:10	3:15 PM	3:25 PM
18	<b>C6 comment resolution (A. Brown)</b>	0:00	3:25 PM	3:25 PM
19	<b>Break</b>	0:30	3:25 PM	3:55 PM
20	<b>C7 and A7A comment resolution (A. Brown)</b>	1:30	3:55 PM	5:25 PM
21	<b>TF2 Opening report (C. Knittle)</b>	0:10	5:25 PM	5:35 PM
22	<b>C8 comment resolution (J. Stribling)</b>	0:10	5:35 PM	5:45 PM
23	<b>Recess</b>		5:45 PM	

DAY 2: Wednesday, 8 February 2012				
Item	Title	Duration	Start time	Stop time
24	<b>Call to Order</b> -- Plan for the day	0:05	9:00 AM	9:05 AM
25	<b>Review incoming liaison letters and draft response (L. Lamb)</b>	0:15	9:05 AM	9:20 AM
26	<b>TF3 Opening Report (S. Kozaki)</b>	0:10	9:20 AM	9:30 AM
27	<b>C9, A9A, and A9B comment resolution (H. Elbakoury)</b>	1:00	9:30 AM	10:30 AM
28	<b>Break</b>	0:30	10:30 AM	11:00 AM
29	<b>C10 and A10A comment resolution (H. Elbakoury)</b>	0:45	11:00 AM	11:45 AM
30	<b>TF4 Opening Report (F. Daido)</b>	0:10	11:45 AM	11:55 AM
31	<b>Lunch</b>	1:30	11:55 AM	1:25 PM
32	<b>C11 comment resolution (F. Daido)</b>	0:10	1:25 PM	1:35 PM
33	<b>C12 comment resolution (F. Daido)</b>	0:45	1:35 PM	2:20 PM
34	<b>C13 and A13A comment resolution (F. Daido)</b>	0:40	2:20 PM	3:00 PM
35	<b>Break</b>	0:30	3:00 PM	3:30 PM
36	<b>C14 comment resolution (F. Daido)</b>	1:45	3:30 PM	5:15 PM
37	<b>Ballot Resolution Motions</b> -- Review and approval of editorial comments -- Approval of resolved comments -- Production of the next draft	0:45	5:15 PM	6:00 PM
38	<b>Recess</b>		6:00 PM	

DAY 3: Thursday, 9 February 2012				
Item	Title	Duration	Start time	Stop time
39	<b>Call to Order</b> -- Plan for the day	0:05	9:00 AM	9:05 AM
40	<b>Generating response to BBF Liaison Letter</b>	0:25	9:05 AM	9:30 AM
41	<b>Pre-MEC report (G. Kramer)</b>	0:30	9:30 AM	10:00 AM
42	<b>Break</b>	0:30	10:00 AM	10:30 AM
43	<b>TF5 Discussion</b>	1:30	10:30 AM	12:00 PM
44	<b>Lunch</b>	1:30	12:00 PM	1:30 PM
45	<b>TF5 Discussion</b>	1:30	1:30 PM	3:00 PM
46	<b>Break</b>	0:30	3:00 PM	3:30 PM
47	<b>ComMag SIEPON Feature Topic: progress reports</b>	0:30	3:30 PM	4:00 PM
48	<b>Conformance Assessment Q&amp;A (R. Subramaniam, ICAP)</b>	1:30	4:00 PM	5:30 PM
49	<b>WG Closing Report</b>	0:20	5:30 PM	5:50 PM
50	<b>Unfinished business</b>	0:05	5:50 PM	5:55 PM
51	<b>New Business</b>	0:05	5:55 PM	6:00 PM
52	<b>Adjourn</b>		6:00 PM	