

Meeting Agenda

24-25 June 2020

Teleconference

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

DAY 1: Wednesday, 24 June 2020				
Item	Title	Duration	Start time	Stop time
1	Call to Order -- Introductions / Declarations of affiliation	0:05	4:00 PM	4:05 PM
2	Executive Secretary report -- Verification of attendance credit -- Voting membership updates -- Establishment of quorum	0:10	4:05 PM	4:15 PM
3	WG Opening Report -- Goals for this meeting -- Approval of the agenda -- Approval of previous meeting minutes -- Patent Policy and Call for Patents -- WG officer election procedure and schedule -- Other administrative matters	0:40	4:15 PM	4:55 PM
4	Treasurer's report (Z. Zhou)	0:05	4:55 PM	5:00 PM
5	1904.2 Discussion -- Discussion on replacing the "UMT tunnel" term	0:30	5:00 PM	5:30 PM
6	Recess		5:30 PM	

DAY 2: Thursday, 25 June 2020				
Item	Title	Duration	Start time	Stop time
7	Call to Order -- Announcements -- Plan for the day	0:05	4:00 PM	4:05 PM
8	1904.2 Discussion (continued) -- Draft gap analysis -- Draft timeline discussion -- Action items for the next meeting	0:35	4:05 PM	4:40 PM
9	1904.4 Discussion -- Project Organization and TF4 leadership -- Project timeline -- Action items for the next meeting	0:35	4:40 PM	5:15 PM
10	WG closing report (G. Kramer) -- Logistics for the next meeting -- Unfinished business -- New business	0:15	5:15 PM	5:30 PM
11	Adjourn		5:30 PM	