

IEEE Magnetics Society Standards Committee (MG/SC)
Kick-Off Meeting
Meeting Minutes
27 October 2022
9.15 to 10.32 AM EST
Webex meeting
Philip Pong, SC Chair

1. Call to Order

2. Introductions and Declarations of affiliation

- All the meeting participants introduced themselves through the chat box.
- Philip Pong, Chair, discussed the goals of the committee in general.
- Philip Pong, Chair, discussed the goals of the meeting.

3. Introduction to IEEE Standards Association (SA)

- Malia Zaman, IEEE Senior program manager, presented the standard development process overview.

4. Standards Committee Policies

- Malia Zaman, IEEE Senior program manager, presented standards committee policies with more focus on the voting requirements/membership.

5. Approval of Agenda

Motion #1:

- Move to approve the Agenda, IEEE Magnetics Society Standards Committee (MG/SC) Kick-Off Meeting Agenda - 27 October 2022.
 - Motioned by: Mingzhong Wu
 - Seconded by: Gen Yin

Motion unanimously approved

6. Review and approval of Working Group (WG) Policy & Procedure (P&P) document

- Malia Zaman, IEEE Senior program manager, presented the Working Group (WG) Policy & Procedure (P&P) overview.
- Philip Pong, Chair, presented the actual Working Group (WG) Policy & Procedure (P&P) document.
- Motion #2
Move to approve the WG Policy & Procedure (P&P) document
 - Motioned by: Mingzhong Wu
 - Seconded by: Masahiro Yamaguchi

Motion unanimously approved

7. IEEE Policies for IEEE SA Call for Patents, Copyright, and Individual participation

- Malia Zaman, IEEE Senior program manager, presented the IEEE policies for IEEE SA call for patents, IEEE SA copyright policy presentation, and IEEE SA individual participation.

8. Introduction/Appointment of officers other than the Chair

- Vice Chair - Daniel Gopman
- Secretary - Vijaysankar Kalappattil

9. Discussion on developing technical subcommittee(s)

- Plan to create 5 technical subcommittees on topics related to magnetism, magnetic materials, and magnetics technologies.
- The Chair made a call of interest to anyone in the magnetism community to express their interest in serving in the technical subcommittees and send their CV for the Chair's consideration with a deadline on 17th November 2022.

10. Date and place of next meeting

- February/ March 2023 (Exact date to be announced by email and through homepage)

11. Adjourn

- Motion #3
Move to adjourn the meeting.
 - Motioned by: Mingzhong Wu
 - Seconded by: Dmytro BozhkoMotion unanimously approved.

Meeting adjourned at 10.32 AM (EST).