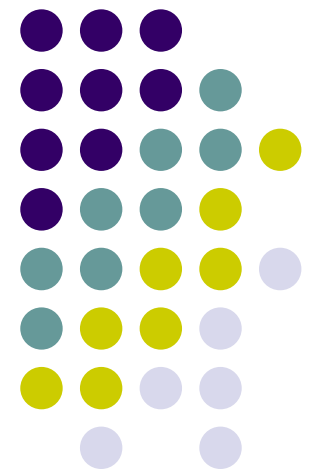


# 802.20 MEETING

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Montreal, Canada  
May 14 -17, 2007  
Arnold M. Greenspan



## Guidance on Minutes from the *IEEE Standards Companion*

### ***Minutes of meetings***

Minutes should be taken at every meeting, preferably by a secretary, as mentioned earlier. The list to the right states what minutes should include. What minutes should not be is a blow-by-blow inclusion of every speaker's words. Many minutes are far too detailed, and in so being they are a deterrent to their usefulness to many readers (who simply won't want to be bothered with trying to get through pages and pages of minutes). Minutes should also include a separate list of action items as assigned by the chair. The chair should use action items to make certain that the work is delegated among various committee members, relieving the burden on only a few members. Placing a time deadline on action items is also useful, as it will help the working group members to prioritize this work.

### ***What should be in minutes?***

- 1) Name of group
- 2) Date and location of meeting
- 3) Officer presiding, including the name of the secretary who wrote the minutes
- 4) Attendance
- 5) Call to order, chair's remarks
- 6) Approval of minutes of previous meeting
- 7) Approval of agenda
- 8) Technical topics
  - a. Brief summary of discussion, pros and cons, and conclusions
  - b. Motions and actions items with name and due date
  - c. Copies of handouts
  - d. Do not include names, except for movers and seconders of motions unless a roll-call vote is ordered
- 9) Subcommittee reports
- 10) Next meeting--date and location

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# Chairs View of the progress of 802.20



## ➤ DALLAS STATUS

- ✓ Disbanded Balloting Constituency
- ✓ Documents in question and under attack
- ✓ Letter Ballot – Draft Standard
  - 2 recirculation's over 700 comments
  - Review and adjudication by select group
- ✓ Multiple appeals over multiple issues
- ✓ New appointed Chair

# PROGRESS OF 802.20 cont'd



## ➤ MONTREAL STATUS

- ✓ Collegial and polite discussion of views
- ✓ Documentation set of 802.20 reviewed and modified
- ✓ New work plan for 802.20 approved and call for proposals issued
- ✓ Full and partial proposals submitted for Motorola, Samsung, LGE and Qualcomm
- ✓ Plan approved for merging the new proposals with the prior draft standard

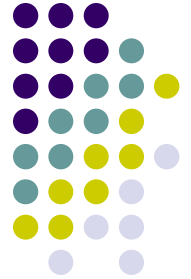
# PROGRESS OF 802.20 cont'd



## ➤ MONTREAL cont'd

- ✓ Practice ballot approach for new merged/harmonized draft
- ✓ Process for review and resolution of comments, recommendations, now done in open working group environment
- ✓ 700 prior comments on initial draft standard reviewed and resolved resulting in 2 technical comments unresolved and 10 irresolvable non-compliant submissions unresolved
- ✓ Two new Vice-Chairs approved by working group and endorsed by Standards Board
- ✓ Active participation of 802.20 Task Group in support of 802.18 efforts to develop technical input to ITU-R (IMT-Advanced) meeting

# SUMMARY



From where we were to where we are:

# TREMENDOUS PROGRESS

# Signs of Remaining problems



- Confusion over 802.20 efforts in support of 802.18 posted on 802.20 reflector
- Letter sent to 802 Oversight Committee
- Concern in Editorial Task Group over how initial new draft baseline was formed

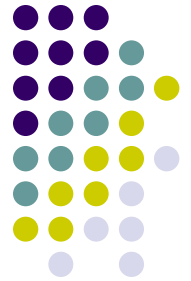
# SUMMARY



- Consensus across the working group has not been achieved.
- The goal of 802.20 “produce a good consensus standard for the marketplace to judge” faces many problems and issues.
- The chair of 802.20 must continue to see if the concerns of the membership can be addressed in a manner consistent to achieving the goals of 802.20

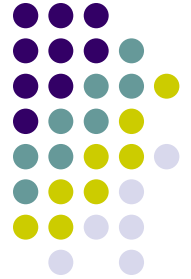


# GOALS FOR THIS WEEK



- Review the harvest of the first practice ballot and begin the evolution of the initial draft
- Develop the next draft by:
  - Developing text on resolved technical issues.
  - Work clearing items on open issues list
- Develop schedule/plan for the next practice ballot
- Develop plan for progress to WG letter ballot

# SUBSEQUENT GOALS



- When we are ready go to letter ballot.
- Go to sponsor ballot and publish the STANDARD

# PRACTICE BALLOT APPROACH

COMMENTS SUBMITTED ON  
COMMENT FORM

# COMMENTS SUBMITTED

- Comments submitted in conformance with the practice ballot rules which offer suggested corrective actions will be addressed first.
- After discussion of the suggested corrective action suggested the submitter if present may agree to the solution or a vote on the consensus solution may take place

# SUBMITTED ON COMMENT SHEET

- Comments submitted on the comment form with no correction suggested or for which the corrective action is non specific will be addressed as a second order of business.
- If a consensus solution is found and the submitter agrees the comment will be considered closed. Votes will be taken if more than one solution is offered.

# NOT SUBMITTED ON COMMENTED SHEET

- Items not submitted on the Practice Ballot comment sheet or in accordance with the practice ballot rules.
  - Will be addressed third at this meeting.
  - Hereafter if comments are not submitted in accordance with the rules they will not be addressed.

# REFERENCES POSTED ON .20 WEB SITE

- Matters posted on the .20 web site which reference the posted draft will, for this meeting have the status of informational items which members can use, or not, for guidance in their voting. There is only one draft. It is the draft that we will discuss and decide how it will evolve.