

Transformers Committee Standards Luncheon

Standards Development

Monday 15 October, 2018

**Speakers:
Malia Zaman
Jim Graham**

Standards Luncheon Topics

I. Personal Data Protection - *Malia Zaman*

II. *Meeting Minutes Refresher* – *Jim Graham*

Q&A - all

**Submission Deadline for the
last Standards Board meeting in
2019 is Tuesday,**

September 15th

**Note: our next Committee Meeting is
March 24-28, 2019**

TODAY'S STANDARDS TOPICS

- I. Meeting Minutes Requirements
- II. Q&A - all

MEETING MINUTES

Meeting minutes shall be recorded for

- In person meetings
- Webinar meetings
- Teleconference meetings

Meeting minutes shall be submitted with 15 days

MEETING MINUTES

Meeting minutes shall **ALWAYS** include:

- Name of group
- Date and location of meeting
- Officer presiding, including the name of the secretary who wrote the minutes
- Meeting participants, including affiliation and member status
- Call to order, Chair's remarks
- Approval of minutes of previous meeting
- Approval of agenda

MEETING MINUTES

- **Technical topics**
 - ✓ Brief summary of discussion and conclusions
 - ✓ Motions exactly as they are stated, including the names of mover and seconder and the outcome of each motion
- **Action items for the next meeting**
- **Recesses and time of final adjournment**
- **Next meeting - date and location**
- **All submissions, presentations, and reports shall be referenced**
- **URLs and / or instructions on how to access submissions, presentations, and reports**

When You Need a Little Help

The Working Group Chairs best friends are:

- ✓ **myProject user's guide** – the guide details everything a WG chair needs to know
- ✓ Standards Coordinator
James Graham
jimgraham@ieee.org
+1 412.478.4450
- ✓ IEEE Staff Liaison
Malia Zaman
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Any Questions?

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