

Minutes of meeting (continued)

Item no.	Notes	Action by
CALL TO ORDER	Jay Anderson presided over the meeting; Shane Haveron the vice-chair was a few minutes late, Dean Ouellette the secretary was present. Jay asked if anyone objects to the meeting being recorded, no one objected.	Jay
INTRODUCTIONS AND QUORUM	Officers were introduced. No establishment of a quorum	Jay
CALL FOR PATENTS	Patent slides were shown	Jay
CHAIR'S REMARKS	The approved project scope of was reviewed.	Jay
AGENDA APPROVAL	The agenda was approved	Jay
APPROVAL OF PREVIOUS MINUTES	No motion to approve minutes from last meeting due to lack of quorum	Karen motion Sakis 2nd
[AGENDA ITEM 1]	Discussion about online editing using lock feature in iMeet or offline editing Once document is near completion it makes sense to use iMeet lock feature	Jay
[AGENDA ITEM 2]	Discussion about structure of document, need a TOC to start. Sakis would like a team to start on the layout and discuss during September meeting. Jay will send out an invite to form the team. Members need more time to understand the contents of the security standards 62351-6, 62351-9	Jay
[AGENDA ITEM 3]	Shane asked who in the industry implemented this, TMW has along with the KDC (Joel Greene and Herb Falk have more infor)	Jay
[AGENDA ITEM 4]		
[AGENDA ITEM 5]		
[AGENDA ITEM 6]		
[AGENDA ITEM 7]		
[AGENDA ITEM 8]		
[AGENDA ITEM 9]		
ITEMS REPORTED OUT OF EXECUTIVE SESSION		
TIME OF FINAL ADJOURNMENT	Motion to adjourn at 9:58 am	
NEXT FACE TO FACE MEETINGS	virtual	
FUTURE MEETING ROOM REQUIREMENTS	Avoid H50, S15, H44, H47, C33, S2	

