

## **7.0.2 TC– Conduction of Meetings (generic)**

**approved 12/01**

### **Planning, Announcement & Conduction of Meetings**

Technical Committees (TCs) shall meet at places deemed convenient for its membership and will typically be chosen from among the major IEEE Communications Society conferences, currently OFC, ICC, GLOBECOM and INFOCOM.

Meetings will be announced at least two weeks in advance on the committee mailing list. Meetings are open to any conference attendee.

The Committee Chair or a designated substitute, typically another TC officer, will chair meetings. Any Committee member can suggest items for the agenda.

The TC Secretary will take minutes. These minutes should be made available within one month of the meeting. Their availability is announced on the TC mailing list. Minutes are posted on the Committee web site and are public.