



***DRAFT* MEETING AGENDA**

August __, 2002
Minneapolis, Minnesota
7:00 AM to 8:30 AM

1. **Welcome & Introductions** Vil Arafiles
 - 1.1. **Members' addresses/phone/email**
 - 1.2. **Agenda Approval**

2. **Old Business**
 - 2.1. **2001 Meeting Minutes** Dave Southworth
 - 2.2. **Review TC Activities & Plans** (TC1-TC10 3-5 Min Presentations)
 - 2.2.1. 2002 Symposium Paper Review Reports All
 - 2.2.2. Five Year Plan Update All
 - 2.2.3. Five Year Budget Update All
 - 2.2.4. Membership Drive All
 - 2.2.5. Individual TCs Web Pages All
 - 2.2.6. TAC Home Page Dave Southworth
 - 2.3. Automation of Paper Review Process Kimball, Southworth

3. **New Business**
 - 3.1. Greet 2003 Symposium Committee Officers Vil Arafiles
 - 3.2. Proposed 2003 Symposium Activities All
 - 3.2.1. Special Symposium Sessions All
 - 3.3. Technical Activities Integration Kimball Williams
 - 3.3.1 IEEE/NARTE Activity Russ Carstensen
 - 3.4. Membership Drive and Succession Plan All
 - 3.4.1. Awards and Recognition Activity All
 - 3.5. Newsletter TC Reports / Articles Vil Arafiles
 - 3.6. Assignment of Responsibilities Vil Arafiles

4. **Adjourn** Vil Arafiles

Chair: [Vil Arafiles \(Vparafiles@ieee.org\)](mailto:Vparafiles@ieee.org)
Vice Chair: [Bill Strauss \(StraussGW@navair.navy.mil\)](mailto:StraussGW@navair.navy.mil)
Secretary: [David Southworth \(d.Southworth@ieee.org\)](mailto:d.Southworth@ieee.org)

DRAFT FROM 2001 IEEE EMC-S TAC Status

	TC1	TC2	TC3	TC4	TC5	TC6	TC7	TC8	TC9	TAC	TC10									
Technical Committee Activities																				
Review Charter	Y	Y	N	Y	W	TBD	TBD	W	Y	Y	TBD									
Review 5 Yr Year Plan	W	Y	W	W	W	W	W	W	N	W										
Update Task List	Y	Y	Y	Y	W	W	Y	N	N	W										
Update TC Policy & Procedures		N/A	Y					N												
Validate Membership List	W	Y	Y	Y	W	W	W	N	Y											
Update Assignment List	Y	N/A	Y	Y	W	N	Y	N	Y											
TC Working on Standards?	N	Y	Y	Y	N	N	N	N	Y											
TC Position Papers?	N	N	N	TBD	N	N	TBD	N	N		TBD									
Web TAC Information Current?	Y	Y	W	W	W	Y	W	Y	W	Y	W									
Officers Communicate Via (1)	e	e	e	e/p/f	e/p/f	e/p/f	e/p/f	e	e	e	e/p									
Symposium Activities 2001																				
Schedule TC/TAC Meeting	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y									
Pub. TC Mtg Agenda	W	W	W	W	W	Y	W	W	W	Y	W									
Pub. TC Mtg Minutes (Last yr)	Y	Y	W	W	W	Y	W	Y	W	Y										
Sponsor (#) Session(s)	TBD	2	N	N	N	N	N	N	2											
Sponsor (#) Workshop(s)	N	1	N	N	N	Y	N	Y	N		1									
Sponsor (#) Tutorial(s)	N	N	N	N	N	N	N	W	2											
Review (#) Papers	7	102	6	105	21	4	12	13	62		4									
Coord W/Symp Committee?	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y									
Sponsor Student Contest?	N	N	N	N	N	N	Y	N	N	Y										
Symposium Activities 2002 Plans																				
Schedule TC/TAC Meeting	Y	Y	Y	Y	Y	Y	Y	Y	Y	W	TBD									
Participate - TAC Poster Session	W	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD									
Sponsor (#) Session(s)	TBD	1	N	TBD	TBD	TBD	W	TBD	2		TBD									
Sponsor (#) Workshop(s)	TBD	1	N	TBD	TBD	TBD	N	TBD	?		TBD									
Sponsor (#) Tutorial(s)	TBD	N	N	TBD	TBD	TBD	N	TBD	2		TBD									
Review (#) Papers	W	W	Y	Y	W	W	Y	W	Y		TBD									
Coord W/Symp Committee	W	Y	Y	Y	Y	Y	Y	Y	Y	N	TBD									
Sponsor Student Contest?	N	N	N	TBD	TBD	TBD	Y	TBD	Y	Y	TBD									
Executive Committee Operations																				
Update TAC Policy & Proceed.											N									
Review TAC Policy & Proceed.	TBD	W	W	N	W	W	W	Y	W		TBD									
Prelim TAC Mtg. Agenda											W									
Review TAC Mtg. Agenda	TBD																			
Pub. TAC Mtg. Agenda											W									
Officer Succession Plan	Y	W	Y	Y	W	W	Y	Y	W		TBD									
TAC Chair Succession Plan											Y									
Legend:	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Y =Yes</td> <td style="width: 33%;">1,2 1,2</td> <td style="width: 33%;">e =e-mail</td> </tr> <tr> <td>N =No</td> <td>W =In Work</td> <td>f =fax</td> </tr> <tr> <td style="background-color: #cccccc;"></td> <td>TBD =to be det.</td> <td>p =phone</td> </tr> </table>											Y =Yes	1,2 1,2	e =e-mail	N =No	W =In Work	f =fax		TBD =to be det.	p =phone
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