**3GPP TSG-RAN WG4 Meeting # xxx R4-24XXXXX**

**<Meeting Location>, <Date> ‒ <Date>, 2024**

**Agenda item:** xx.xx.xx

**Source:** Moderator (company name)

**Title:** Topic summary for [xxx][x] …

**Document for:** Information

# Introduction

*Briefly introduce background, the scope of this email discussion (e.g. list of treated agenda items) and provide some guidelines for email discussion if necessary.*

# Topic #1: Title

*Main technical topic overview. The structure can be done based on sub-agenda basis.*

## Companies’ contributions summary

|  |  |  |
| --- | --- | --- |
| **T-doc number** | **Company** | **Proposals / Observations** |
| R4-24xxxxx | Company A | Proposal 1:Observation 1: |

## Open issues summary

*Before Meeting, moderators shall summarize list of open issues, candidate options and possible WF (if applicable) based on companies’ contributions.*

### Sub-topic 1-1

*Sub-topic description:*

*Open issues and candidate options before meeting:*

**Issue 1-1: TBA**

* Proposals
	+ Option 1: TBA
	+ Option 2: TBA
* Recommended WF
	+ TBA

### Sub-topic 1-2

*Sub-topic description*

*Open issues and candidate options before meeting:*

**Issue 1-2: TBA**

* Proposals
	+ Option 1: TBA
	+ Option 2: TBA
* Recommended WF
	+ TBA

# Topic #2: Title

*Main technical topic overview. The structure can be done based on sub-agenda basis.*

## Companies’ contributions summary

|  |  |  |
| --- | --- | --- |
| **T-doc number** | **Company** | **Proposals / Observations** |
| R4-24xxxxx | Company A | Proposal 1:Observation 1: |

## Open issues summary

*Before Meeting, moderators shall summarize list of open issues, candidate options and possible WF (if applicable) based on companies’ contributions.*

### Sub-topic 2-1

*Sub-topic description:*

*Open issues and candidate options before meeting:*

**Issue 2-1: TBA**

* Proposals
	+ Option 1: TBA
	+ Option 2: TBA
* Recommended WF
	+ TBA

### Sub-topic 2-2

*Sub-topic description*

*Open issues and candidate options before meeting:*

**Issue 2-2: TBA**

* Proposals
	+ Option 1: TBA
	+ Option 2: TBA
* Recommended WF
	+ TBA

…