Source: Convenor of WG Codec

Title: (Proposed) Agenda for TSG-SA WG4 (Codec) meeting #1

3GPP TSG-SA WG4 (Codec) meeting #1
Proposed Agenda

1. **Opening of the meeting**

2. **Approval of the agenda and registration of documents**

3. **Review of all relevant work in the Partner Organisations**
   3.1. Completed specifications
   3.2. Work currently in progress
   3.3. Planned work items

4. **Definition of Terms of Reference for the WG**

5. **Construction of work packages and work programme for Codec WG**
   5.1. Identification of work packages with definition of work content and schedule for each package
   5.2. Agreement on a list of deliverables (Technical Specifications and Technical Reports) for each work package including time schedules of deliverables
   5.3. Identification of a rapporteur for each work package

6. **Decision on which baseline documents to use from the various partners as the basis for each of the deliverables**

7. **Identification of Sub Working Groups with defined terms of reference**

8. **Coordination with other WGs**
   8.1. Identification of areas where coordination is required with other WGs (belonging to the same or the other TSGs)
   8.2. Agreement on the mechanism for coordination with other WGs

9. **Future work plan (meeting dates and agenda for the 2nd meeting of Codec WG)**

10. **Any Other Business**

11. **Close of meeting**