

IEEE P1241 Working Group
Meeting Minutes
29 June 2021 12 PM EDT
WG Chair: Nicholas G Paulter
WG Secretary: Luca De Vito

1. Call to Order:

The Chairman Nicholas G. Paulter recalls the aim of the current meeting which is mainly devoted to the revision of the P1241 draft.

2. Roll Call and Affiliation

Meeting participants:

1. *Nicholas G. Paulter, NIST, USA, Chair,*
2. *Paolo Carbone, University of Perugia, Italy*
3. *Luca De Vito, University of Sannio, Italy, Secretary*
4. *Yossef Ehrlichman, Axalume Inc., USA*
5. *Charles Cherny, Air Force Research Laboratory, USA*
6. *Eulalia Balestrieri, University of Sannio, Italy*
7. *Alessandro Mingotti, University of Bologna, Italy*
8. *Fabio Leccese, University of Rome III, Italy*
9. *Gregory Kyriazis, INMETRO, Brazil*
10. *Razvan Ciocan, Draper Laboratories, USA*
11. *Vanessa Lalitte, IEEE SA*
12. *Sergio Rapuano, University of Sannio, Italy*
13. *Allan Belcher, Signal Conversion, UK*

3. Approval of agenda

- a. *Gregory made the motion to approve the agenda sent by e-mail and seconder was Sergio. The agenda was approved.*

4. Appointment of officers

- a. Luca De Vito was appointed as Secretary by the Chair. The workgroup approved the appointment.

5. IEEE SA eTools

- a. Recall of the IEEE SA tools

6. Future Meetings

It was agreed the frequency and duration of next meetings:

- a. Frequency: 1 month
- b. Duration: 3 hours

7. Expectations

- a. Note: Volunteered tasks should be completed and made available for review by working group within two weeks of upcoming meeting
- b. Selected clauses should be reviewed, and comments with suggested changes provided to working group within two weeks of upcoming meeting

8. Technical Discussion

- a. Section reviews (21 pages):
 - i. Front matter
 - ii. Clause 1, Overview
 - iii. Clause 2, Normative references

9. Tasks for next meeting

- a. Paolo Carbone will redo Figure 1, removing vertical lines in Fig. 1b and other useless lines
- b. Paolo Carbone will redo Figure 2
- c. Nick Paulter will address terminology among “code transition level,” “code edges,” “threshold”
- d. Nick Paulter will make the approved changes in the current draft.
- e. Next meeting will be July 27th at 12 PM EDT

10. Adjournment

- a. WG Chair adjourned the meeting at 3:08 PM.
- b. Minutes submitted by: Luca De Vito