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