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. **Introductions and roll call**

   **Meeting participants:**
   
   1. Nicholas G. Paulter, NIST, USA, Chair,
   2. Luca De Vito, University of Sannio, Italy, Secretary
   3. Paolo Carbone, University of Perugia, Italy
   4. Yossef Ehrlichman, Axalume Inc., USA
   5. Gregory Kyriazis, INMETRO, Brazil
   6. Charles Czerny, Air Force Research Laboratory, USA
   7. Razvan Ciocan, Draper laboratories, USA
   8. Pier Andrea Traverso, University of Bologna, Italy
   9. Kruno Milicevic, University of Osijek, Croatia,

3. **Approval of agenda**

   a. Gregory made the motion to approve the agenda sent by e-mail, which was seconded by Paolo. The agenda was approved.

4. **Approval of previous meeting minutes**

   a. Paolo made the motion to approve the previous meeting minutes sent by e-mail, which was seconded by Charles. The minutes were approved.

5. **IEEE Patent & Copyright Policies**

   a. Chair made a call for potentially essential patents; no one raised concerns for consideration.

6. **Review of Draft**

   a. Genera topics
      i. None
   b. The WG began reviewing the standard and made revisions as necessary. See latest draft of revised standard for more details.
7. Tasks for next meeting
   a. Nick Paulter:
      i. Check Clause 12 and prepare a new draft
      ii. Update draft standard based on attendee inputs and circulate to members
   b. Charles:
      i. Review Clause 12 draft per 7.a.i
      ii. Review and revise, if necessary, Clause 14.3, “Out-of-range recovery”

8. Member inputs
   a. None scheduled

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