IEEE P1241 Working Group
Meeting Minutes
25 January 2022 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. Introductions and roll call
   Meeting participants:
   1. Nichlas G. Paulter, NIST, USA, Chair,
   2. Luca De Vito, University of Sannio, Italy, Secretary
   3. Gregory Kyriazis, INMETRO, Brazil
   4. Jerome Blair, retired, USA
   5. Allan Belcher, Signal Conversion, UK
   6. Charles Czerny, Air Force Research Laboratory, USA
   7. Paolo Carbone, University of Perugia, Italy
   8. Pasquale Daponte, University of Sannio
   9. Sergio Rapuano, University of Sannio
   10. Alessandro Mingotti, University of Bologna
   11. Razvan Ciocan, Draper laboratories, USA

3. Approval of agenda
   a. Jerry 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. Charles made the motion to approve the previous meeting minutes sent by e-mail, which was seconded by Gregory. 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. General review 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. Jerry Blair
      i. Review new references in Clause 14.3.3 and update references
      ii. Review Clause 13.4.1 for internal consistency and correct two figures (30 and 31)
      iii. Correct reference to eq (98), in Clause 14.6.1.3, which currently displays a reference to eq (101).
   b. Nick Paulter:
      i. Synchronize drafts
      ii. Update draft standard based on attendee inputs and circulate to members
         1. Fix formula 97
         2. Check for use consistent use of “sine-wave” as adjective and “sine wave” as noun.
         3. Check for correct use of DFT and FFT
         4. Correct subclause headings with “Test Method” but no other information
         5. Correct Table 1
   c. Charles, Razvan, Yossi, and Nick
      i. Review symbols and abbreviations

8. Member inputs
   a. None scheduled

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