1. Call to Order:
The Chairman Nicholas G. Pautler 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. Pautler, NIST, USA, Chair,
2. Antonio Moschitta, University of Perugia, Italy
3. Balázs Renczes, Budapest University of Technology and Economics, Hungary
4. Charles Czerny, Air Force Research Laboratory, USA
5. Gregory Kyriazis, INMETRO, Brazil
6. Paolo Carbone, University of Perugia, Italy
7. Yossef Ehrlichman, Axalume Inc., USA
8. Razvan Ciocan, Draper laboratories, USA
9. Jerome Blair, retired, USA
10. Kruno Milicevic, University of Osijek, Croatia
11. Alessandro Mingotti, University of Bologna, Italy
12. Pier Andrea Traverso, University of Bologna, Italy

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

4. Approval of previous meeting minutes
   a. Jerry made the motion to approve the previous meeting minutes sent by e-mail, which was seconded by Paolo. 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 Clause 11.3.2
      ii. Correct Annex B equations
      iii. Verify references are correct
   b. Nick Paulter:
      i. Insert the harmonized abbreviations lists provided by Yossi, Charles, Razvan, and Nick and update the draft accordingly
      ii. Update draft standard based on attendee inputs and circulate to members

8. Member inputs
   a. None scheduled

9. Adjourn
   a. WG Chair adjourned the meeting at 1:11 PM.
   b. Minutes submitted by: Nick Paulter