

IEEE Waveform Generation Measurement and Analysis Technical Committee (TC10)
IEEE P181 Working Group Kick-off Meeting Agenda
18 January 2024 / 1100 to 1200 (UTC-5)

1. Call to Order
2. Introductions and Roll Call
3. Approval of the Agenda
4. Purpose of the revision of the IEEE Std 181.
 - a. Project Authorization Request (PAR) approved 9 February 2021, expires 31 December 2025
 - b. PAR purpose: “Minor changes have been considered/suggested to make the standard less prescriptive on certain analysis methods and, instead, require the user of the standard to specify how that analysis is done and what information is needed to ensure that that analysis can be reproduced. Additionally, the standard should conform to the IEEE current standards format.”
5. IEEE Standard Association (Patrycja Jaroz)
 - a. IEEE SA support
 - i. Staff and contact information (Patrycja Jarosz, Program Coordinator)
 - ii. e-Tools (iMeetCentral, ListServ, etc.)
 - b. Standards revision process
6. Technical Committee and Working Group officers
 - a. TC10 chair: Nick Paulter
 - b. TC10 secretary: Jerry Blair
 - c. IEEE Program Coordinator: Patrycja Jarosz
 - d. WG 181 chair: Nick Paulter
 - e. WG secretary: **TBD**
7. P181 review process, tentative
 - a. A schedule for completion of each step will be developed.
 - b. The Working Group chair may substitute volunteers to assure schedule adherence
 - c. Section-by-section review
 - i. Two volunteers per section
 - ii. Submit recommended changes to Working Groups for approval
 - d. Harmonization of sections
 - i. Figure numbers, equation numbers, internal section/clause references, citations
 - ii. Present to Working Group for approval
 - iii. Upon approval by the Working Group, present to TC10 membership for approval
 - e. Next steps after TC10 informal approval
 - i. Restated by IEEE SA Patrycja Jarosz, Program Coordinator

8. Next steps
 - a. Identify Working Group 181 secretary
 - b. Solicit volunteers for section reviews
 - c. Assign section reviews
9. Questions
10. Adjourn