

IEEE P2520.1 Working Group
Kick-off Meeting Minutes
22 FEBRUARY 2021 / 10:00 AM – 12:00 PM (EST)
WG Chair: James Covington
WG Secretary: H. Troy Nagle (Interim)
Teleconference Meeting link:

<https://ieeesa.webex.com/ieeesa/j.php?MTID=m7fe3657d7c48f943cabfbf93aa8ba720>

1. Call to Order

Chair called meeting to order at 10:05 AM EST and asked all participants to enter their names and affiliations into the Chat window. He also announced that the meeting is being recorded for the purpose of preparing minutes.

2. Roll Call and Disclosure of Affiliation

Affiliation FAQs: <http://standards.ieee.org/faqs/affiliation.html>

The Chair directed participants to this link

(https://docs.google.com/forms/d/e/1FAIpQLSfD8xxwWlu7700KVgZe3dwHkegaY6nKz7n7AW_y2JjWt95eAg/viewform?usp=sf_link) in the Chat window. All participants were asked to register into a Google form their names, email, affiliation, and WG membership request. A few minutes were allowed for participants to access and complete the registration process.

3. Establishment of Working Group Membership

The Chair closed the survey form. The roster of WG members is displayed in Attachment A.

4. Approval of Agenda

The Chair displayed the announced agenda and asked for a motion to approve. Troy Nagle made the Motion to approve. Ehsan Danesh seconded. The motion was approved without objection.

5. Review of Working Group Policies & Procedures (P&Ps)

The Chair referred the WG to the proposed P&P Manual that was distribute earlier to the group. He then reviewed the following sections of the WG's P&P Manual in some detail.

- a. Membership and Attendance at Meetings (4.1 & 4.2)
- b. Subgroups (5.0)
- c. Quorum (6.1)
- d. Voting - majority versus 2/3 vote (7.1.1 & 7.1.2)

6. Establishment of Officers

- a. Appointment of Officers (Vice-Chair, Secretary, Treasurer)

The Chair appointed the Vice Chair (Radislav Potyrailo) and Secretary (Alice Cervellieri). Troy Nagle agreed to assist in preparing the minutes of this meeting as Interim Secretary and to assist in future meetings if needed.

7. IEEE Patent & Copyright Policies

a. Call for Patents

<https://development.standards.ieee.org/myproject/Public/mytools/mob/slide-set.pdf>

Per standard IEEE-SA WG meeting practice, the Chair reviewed the required policy regarding potentially essential patents. No one raised concerns for consideration.

b. Copyright Policy <https://standards.ieee.org/ipr/copyright-materials.html>

Per standard IEEE-SA WG meeting practice, the Chair reviewed the required policy regarding copyrights. There were no questions or concerns.

8. Technical Presentation(s) and Discussion

a. *Standards Development*: Vanessa Lalitte of the IEEE-SA staff gave an overview of the IEEE-SA Standards development process. Her slides will be posted in iMeet Central.

b. *IEEE P2520 Overview*: The Chair asked Troy Nagle to review the IEEE P2520 Standard Series. He summarized the numbering scheme for the series (see Attachment B). The Chair then reviewed the current state of P2520.1, its ethos and progress to date. The target milestone for completing a draft is December 2021. The standard will require answers to these five questions. What instruments are covered? Under what conditions does it operate? What are its performance parameters? What information does it provide? What is the testing procedure? The Chair provided a synopsis of past discussions within the earlier P2520 Working Group. His slides will be posted in iMeet Central.

9. General Brainstorming & Action Plan

a. *General Brainstorming*: Draft sharing of information between the P2520.1 and P2520.x.1 WGs will be needed. Vanessa Lalitte will provide the procedures for those information exchanges.

b. *Action Plan*: The following next steps were announced. The WG needs to define what types of instruments are covered and the measurements techniques to be applied, to agree on the use of stages/levels and the nature of the tests, and to pass these results to the other P2520 series WGs. The new WG website is: <https://sagroups.ieee.org/2520-1/>

10. Future Meetings

The Chair announced that WG meetings will be once per month (on the last Monday of each month at 10 AM ET). The next meeting of the WG will take place on March 29.

11. Adjournment

- a. Ehsan Danesh moved to adjourn; Troy Nagle Seconded. The motion was approved without objection. The WG Chair adjourned the meeting at 11:55 AM.
- b. Minutes submitted by: H. Troy Nagle

Attachment A: Participants (22)

James Covington, WG Chair, University of Warwick, UK
Radislav Potyrailo, WG Vice Chair, GE Global Research, USA
Troy Nagle, WG Interim Secretary, NC State University, USA

Ajay Chaudhary
Anna Prakash
Carlos Diaz, Ambiente et o
Christopher Jensen
Duke Oeba
Ehsan Danesh
Fengchun Tian
Joerg Schoner
Krishna Persaud
Lennon Lee, IME
Louis-Ray Harris
Mohan MP Akshay
Paul Kagan
Sandrine Isz
Susan Schiffman, NC State University, USA
Susana Palma
Ting Bi, Maynooth University, Ireland

Vanessa Lalitte, IEEE-SA Staff
Ravi Subramaniam, IEEE-SA Staff

Attachment B: IEEE P2520 Numbering Scheme

P2520: Testing Machine Olfaction Devices & Systems (Susan Schiffman)

Guideline of standard series and definition of what devices/systems are covered

P2520.1: Baseline Performance (James Covington)

- Humidity and temperature impacts on single-gas detection
- Concentration curves, response and recovery times, and ternary chemical mixtures
- Sensor system recovery from high concentration exposure
- Odour measurement repeatability in the presence of pairs interfering chemicals

P2520.2: Outdoor Odour Nuisances and Pollutants

P2520.2.1: General Outdoor Air Odour (Ehsan Danesh)

P2520.2.2: Landfill Odour (Susan Schiffman)

P2520.2.3: Residential Water Supply

P2520.2.4: Sewage Treatment (outdoor and downwind)

P2520.2.5: Animal Confinement (outdoor and

downwind) **P2520.2.6:** Travel-Based Air Pollution

(automotive/rail/planes) **P2520.2.7:** Workplace

Satisfaction

P2520.3 Indoor Odour Nuisances and

Pollutants P2520.3.1: General Indoor Air Quality

(Ehsan Danesh) **P2520.3.2:** Refrigerator Food Spoilage

P2520.3.3: Cooking/Oven Odours Monitoring

P2520.3.4: Kitchen Odours

P2520.3.5: Bathroom Odours

P2520.3.6: Basement Mould

P2520.3.7: Workplace

Satisfaction

P2520.4: Industrial Application Odours and Quality

Control P2520.4.1: Chemical Manufacture (Susana Palma)

P2520.4.2 Petroleum

Refinement **P2520.4.3** Paper

Mills **P2520.4.4:** Animal

Rendering **P2520.4.5:**

Perfumery

P2520.5: Personal Health and

Hygiene P2520.5.1: Body Odour

P2520.5.2: Breath Odour

P2520.5.3: Foot Odour

P2520.5.4: Hair Odour

P2520.6: Safety Protection

P2520.6.1: Electrical Short-Circuit Odour

P2520.6.2: Gas Leaks (gasoline, pipelines, natural gas)

P2520.6.3: Fire Odour Alarms

P2520.6.4: Animal Confinement Structures (animal and operator safety)

P2520.7: Medical Odour

Applications P2520.7.1: Cancer Detection

P2520.7.2: Sensory Impairment

Quantification **P2520.7.3:** Hospital

Patient Room Air Quality **P2520.7.4:**

Pharmaceutical Quality

P2520.7.5: Allergy Alerts