

IEEE P2520.1 Working Group

Meeting Minutes

29 MARCH 2021

WG Chair: James Covington

WG Secretary: H. Troy Nagle (Interim)

Teleconference Meeting link:

<https://ieeesa.webex.com/ieeesa/j.php?MTID=m673c796f8cdf720c3cd67ba1b3afecc6>

1. Call to Order

Chair called meeting to order at 10:04 AM EST. He 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/spreadsheets/d/1p98w6SOGuZ1gaPyYcGpz1g7X7JGPFBA SsjSJEe4BMbl/edit#gid=0>) in the Chat window. All participants were asked to enter their attendance by inserting a M for members and NM for non-members. New members were asked to include their affiliations and contact information. A few minutes were allowed for participants to access and complete the registration process. A quorum was not achieved. The participants of this meeting are listed in Attachment A.

3. Approval of Agenda

Although there was no quorum, without objection the Chair continued with the agenda that had been sent earlier by email to the attendees.

4. Approval of Previous Minutes

Approval of the Kickoff Meeting Minutes was postponed until the next meeting.

5. IEEE Patent & Copyright Policies

a. Call for Patents

<https://development.standards.ieee.org/myproject/Public/mytools/mob/slideset.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.

6. Technical Presentation

The Chair reviewed the purpose of this new standard. The group is searching for a convenient way to edit online the document. A process is being developed. The Chair will receive comments via email and will update the draft on iMeet Central periodically.

7. Discussion of the Current Draft Section

The WG then reviewed the draft materials that had been circulated by the Chair with the earlier meeting announcement. Suggestions from WG members were included in the document. The types of instruments were expanded to include biological sensing methods. Stage 1, Levels 1, 2, and 3 were discussed in detail. The Chair will clean up and post the improved document on iMeet Central. Stage 2 will be discussed at the next meeting.

8. New Business/Activities for the Next Meeting

There was no new Business.

9. Future Meetings

The Chair announced the next meeting of the WG will take place on April 26.

10. Adjourn

The Chair adjourned the meeting at 11:17 AM

**Attachment A: Participants (20)**

James Covington, WG Chair, University of Warwick, UK  
Troy Nagle, WG Interim Secretary, NC State University, USA

B S Anandhith  
Christopher Jensen  
Domenico Cipriano  
Ehsan Danesh  
Ettore Massera  
Fengchun Tian  
Hua-Yao Li  
Katayoun Emadzadeh  
Ko Chung Wong  
Krishna Persaud  
Louis-Ray Harris  
Mohan MP Akshay  
Ravindra Jha  
Sandrine Isz  
Susana Palma  
Susan Schiffman

Ravi Subramaniam, IEEE Staff  
Vanessa Lalitte, IEEE Staff