

IEEE P2520.1 Working Group
Meeting Minutes
28 June 2021
WG Chair: James Covington
WG Secretary: H. Troy Nagle (Interim)

1. Call to Order
Chair called meeting to order at 10:03 AM EDT. 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 a link (https://docs.google.com/spreadsheets/d/1x3Le7jd_5h3bgiNcYMZIfjIbzE2XdE0U8Daon0008Ks/edit#gid=0) in the Chat window. All participants were asked to enter their attendance into the form. A few minutes were allowed for participants to access and complete the registration process. A merger of that file and the WebEx Participants List is shown in **Attachment A**. A quorum was achieved (17 of the 19 voting members were present).
3. Approval of Agenda
The Chair asked for approval of the agenda. Radislav Potyrailo made the motion; Susana Palma seconded. Without objection to unanimous consent, the motion was adopted.
4. Approval of Previous Meeting Minutes
The Chair asked for approval of the June 2 Meeting Minutes as circulated. Radislav Potyrailo made the motion; Susana Palma seconded. Without object to unanimous consent, the motion was adopted.
5. IEEE-SA 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 Discussion P2520.1:
At this point, the Chair opened a discussion of the draft standard under development.

First, he reviewed the P2520.1 standard ethos:
 - First standard that all devices must pass before moving to a more targeted standard.

- Should be easy enough that people will actually do it...
- We would like reasonable uptake...
- Other standards have failed because they just could not get it to work...
- Need to start thinking about HOW these tests would be implemented.
- Still issue surrounding the human perception

Then he summarized the current structure of the standard:

- Propose to just have three levels...
- Focus on three different aspects of EUT
 - Differentiate – Level 1
 - Identify – Level 2
 - Quantify – Level 3
- Common requirements of odour devices
- Significant “beefing up” of the sampling conditions
- Reduced length of test text

He finished his introduction by summarizing the focus of today.

- How many tests should we do?
- How often should they be repeated?
- How many temperatures should we test?
- How many humidities should we test?
- Should we do repeats of temp/hum?
- How should we test the instrument at different temperatures?

Following introduction, the Chair employed a shared screen to display version 8 of the draft standard as posted on iMeet Central and conducted a section-by-section review and edit session. This continued to the end of the meeting. The chair will post version 9 of the draft standard for WG review prior to the next meeting.

7. New Business/Activities for the Next Meeting

There was no new Business.

8. Future Meetings

The Chair announced the next meeting of the WG will take place on July 26. The Chair suggested that the WG take a break in August, and then resume monthly meetings in September. By consensus, the WG accepted this recommendation.

9. Adjourn

The Agenda being completed and without objection to unanimous consent, the Chair adjourned the meeting at 11:19 AM.

Attachment A: Participants (24)

NAME	AFFILIATION
Carlos Diaz	Olores.org
Christopher Jensen	Self
Cynthia Burham	University of Texas at Austin
Duke Oeba	Oregon State University
Ehsan Danesh	Alphasense Ltd
Emmanuel Scorsonne	CEA-LIST Institute, Paris-Saclay University
Etienne Bultel	Aryballe
Ettore Massera	ENEA
Fengchun Tian	Chongqing University
Hua-Yao Li	Huazhong University of Sci. & Tech.
James Covington	University of Warwick
Katayoun Emadzadeh	Self
Ko Chung Wong	Oxford Technology
Krishna Persaud	University of Manchester
Louis-Ray Harris	UWI, Mona
Nanda Kishore P	Self
Paul Kagan	AWLDM Systems
Radisalv Potyrailo	GE Research
Sandrine Isz	Alpha-MOS
Saverio de Vito	ENEA
Susan Schiffman	NC State University
Susana Palma	NOVA University of Lisbon
Ting Bi	Maynooth University
Troy Nagle	NC State University