

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

1. Call to Order
Chair called meeting to order at 10:07 AM EDT. He announced that the meeting was 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 asked the Secretary to check for a quorum. No new members were participating. The List of Participants is shown in **Attachment A**. A quorum was achieved (16 of the 21 voting members were present).
3. Approval of Agenda
The Chair asked for approval of the agenda. Susana Palma made the motion; Radislav Potyrailo 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. Susana Palma made the motion; Radislav Potyrailo seconded. Without objection 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:
To begin the technical discussion, the Chair reviewed some basic principles that we are following. Ours is the first standards that all devices must pass before moving to higher levels of the P2520 series. Our tests should be easy enough that people can perform them locally. We want companies to adopt readily our standard. Other prior standards have not been completed and adopted simply because users could not perform the tests reliably. We must concentrate on how our tests will be implemented. We still have the issue of human perception. Human perception challenges may be deferred to higher levels in the P2520 series.

Next the Chair summarized the current state of our standards:

- Propose to have just three levels
- Focus on three different aspects of the Device Under Test (DUT): (Differentiate, Identify, and Quantify)
- Common requirements for odor devices
- Significant “beefing up” of the sampling conditions is needed
- Current test text is too long (reduction needed)
- No final pass/fail criteria currently established

The Chair then offered the following focus areas for discussion:

- Revisit the text of the standard
- Who else should be invited to join the WG to fill gaps?
- Are the currently defined tests satisfactory?
- Should any be simplified? or expanded?
- Can we begin defining pass/fail criteria?
- How can we get more input from potential users of the standard?

Following his presentation, the Chair employed a shared screen to display the current version of the draft standard and conducted a section-by-section review and edit session. This continued to the end of the meeting. The chair will post an updated draft to iMeet Central 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 October 25.

9. Adjourn

The agenda being completed and, without objection to unanimous consent, the Chair adjourned the meeting at 11:04 AM.

Attachment A: Participants (18)

NAME	AFFILIATION
Christopher Jensen	Self
Duke Oeba	Oregon State University
Ehsan Danesh	Alphasense Ltd
Etienne Bultel	Aryballe
Ettore Massera	ENEA
Fengchun Tian	Chongqing University
Hua-Yao Li	Huazhong University
James Covington	University of Warwick
Katayoun Emadzadeh	Self
Ko Chung Wong	Oxford Technology
Paul Kagan	AWLDM Systems
Radislav Potyrailo	GE Research
R. Subramaniam	IEEE-SA Staff
Saverio de Vito	ENEA
Susan Schiffman	NC State University
Susana Palma	NOVA University of Lisbon
Ting Bi	Maynooth University
Troy Nagle	NC State University