1. Call to Order
Chair called meeting to order at 10:06 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
Participants can sign-in at this link:
https://docs.google.com/spreadsheets/d/1x3Le7jd_5h3bgiNcYMZIfjIbzE2XdE0U8Daon00O8Ks/edit#gid=0.
The Chair asked the Secretary to check for a quorum. The List of Participants is shown in **Attachment A**. A quorum was achieved (13 of the 17 voting members were present).

3. Approval of Agenda
The Chair asked for approval of the agenda. Troy Nagle made the motion; Fengchun Tian seconded. Without objection to unanimous consent, the motion was adopted.

4. Approval of Previous Meeting Minutes
Minutes for WG#29 were considered. The Chair reviewed and asked for approval of the recently circulated minutes. Fengchun Tian moved for approval; Ettore Massera seconded. Without objection to unanimous consent, the motion was approved.

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 displayed 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 displayed the required policy regarding copyrights. There were no questions or concerns.

6. Current state of draft and tasks for 2024
We are now working on version 18.1 of the draft standard. Our next step will be reformatting the document into the IEEE-SA style. The Chair reviewed the massively detailed IEEE-SA Standard Template and will begin that process in the next couple of weeks. He will work with the Secretary and potentially other WG members to get it ready for review. At our last meeting, we identified seven potential volunteer reviewers listed here:

1. Alphus Wilson
2. Joe Stetter
3. Santiago Marco

4. Laura Capelli

5. Jan Mitrovics

6. Federico Cangialosi

7. Andreas Mershin

Once the IEEE-SA Template version of the Standard has been completed, the Chair will approach candidates on the list in priority order until he gets three volunteer reviewers.

7. **Update on Methods Appendix**
Since our last meeting, the Chair combined all the Methods into a single document. This is now version 0.8. Illustrations have been added to each Method to assist those who are actually undertaking the Standard. References have also been included. The Chair will send out this latest version for a final round of feedback from the WG members who generated the descriptions:

- Method 1: Sample introduction using an Autosampler – Sandrine/JAC

- Method 2: Sample introduction using positive pressure gas flow – Christopher

- Method 3: Sample introduction using sample bags & barrel with negative pressure – Carlos/Fengchun

- Method 4: Sample introduction through static/dynamic headspace collection - Susana

- Method 5: Sample introduction using permeation tubes and positive pressure - Ettore

- Method 6: Sample introduction via an odor point source – Krishna/JAC

This Methods document will become an Appendix in the IEEE-SA Template version of the standard.

8. **Discussion round testing sites & Application to IEEE for funding**
The Chair then reviewed the following outline (presented at our last meeting) for our upcoming tasks for this year:

1. We complete the draft standard including the Methods Appendix and Test Reporting Documentation.
2. We identify three to five EUTs for feasibility testing purposes.
3. We select an appropriate Method for each EUT.
4. We conduct a feasibility testing for each EUT/Method pairing. The steps that are undertaken during the feasibility testing are carefully documented.
5. The results of the feasibility tests guide our setting of the passing parameters for the standard.
6. The documented feasibility testing steps are then formatted into ICAP TSS publications.

This is an important body of work. It was pointed out that our currently approved Project Authorization Request expires on 12/31/2024. The Chair and Secretary will

work with our IEEE-SA Program Manager, Vanessa Lalitte, to generate a timeline to determine if we need to request a PAR deadline extension.

At this point, we continued a discussion from our last meeting about which enose sensor technologies and which companies might be considered for our testing phase. After considering many potential EUT technologies, the following options were discussed:

1. Metal-Oxide eNose: AlphaMOS FOX, PEN3, Airsense GDA
2. IMS/FAIMA: GAS GC-IMS, Lonestar
3. FTIR: Protea AtmosFTIR
4. Optical: Aryballe
5. Nanotubes: Innoair (Hong Kong), a German company
6. Biological: Krishna will explore
7. MEMS/Mechanical: a Japanese company
8. GC Nose: AlphaMOS ATLAS

The five EUTs highlighted in green text were identified as highest priority.

It was suggested that our WG give a tutorial at the upcoming ISOEN 2024 meeting in Grapevine, TX. Saverio De Vito will explore available options.

Regarding the options for IEEE funding, the Chair and Secretary will continue their efforts to find support from various IEEE entities to help offset the costs for our feasibility testing tasks.

9. **New Business/Activities for the next meeting**
   There was no New Business. Before the next meeting:

   1. The Chair will circulate a new version of the Methods Appendix.
   2. The Chair will start reformatting the Standard using the IEEE-SA Template.
   3. The Chair will solicit a few WG Members to review the templated draft to make it ready for outside review.
   4. The Chair will approach the WG's list of outside reviewers to get their comments.
   5. The Chair and Secretary will consult with Vanessa Lalitte regarding a potential PAR deadline extension.
   6. Saverio De Vito will explore tutorial options for the upcoming ISOEN 2024.

10. **Future Meetings**
    The Chair announced that the next meeting (WG#31) will take place on Monday, March 18, at 10:00 AM EDT.

11. **Adjourn**
    The Agenda being completed, Troy Nagle moved adjournment; Susan Schiffman seconded. Without objection to unanimous consent, the Chair adjourned the meeting at 10:53 AM.

Attachment A: Participants (14)

NAME	AFFILIATION
Allen Chen	Self
Carlos Diaz	Ambiente et Odora
Christopher Jensen	Self
Cyril Herrier	Aryballe
Ettore Massera	ENEA
Fengchun Tian	Chongqing University
James Covington	University of Warwick
Krishna Persaud	University of Manchester
Paul Kagan	AWLDM Systems
Sandrine Isz	Alpha MOS
Saverio De Vito	ENEA
Susan Schiffman	North Carolina State University
Susana Palma	NOVA University of Lisbon
Troy Nagle	North Carolina State University