

**IEEE P2520 Working Group Meeting
Agenda
13 June 2019 / 10:30 AM – 12:00 PM (EDT)
Teleconference**

- 1. Call to Order – WG Chair, Susan Schiffman**
- 2. Roll Call of Individuals & Declaration of Affiliation (Working Group Establishment) – Schiffman**
*See affiliation FAQs: <http://standards.ieee.org/faqs/affiliation.html>
Who is supporting your participation in the WG (employer, sponsor, self, ...)?*
- 3. Approval of Agenda – Schiffman**
- 4. WG Policies and Procedures (P&P) – Program Manager, Christy Bahn**
https://www.dropbox.com/s/e6fu9qg7efvrovc/SEN_SC_WG%20P%26Ps%20Final.pdf?dl=0
 - a. 4.0 Working Group Membership
 - b. iMeet Central file management
 - c. IEEE-SA MyProject website
- 5. IEEE Patent Policy – Schiffman**
 - a. Call for Patents <https://development.standards.ieee.org/myproject/Public/mytools/mob/slideset.pdf>
- 6. Establishment of Officers – Schiffman**
 - a. Appointment of Officers (Vice-Chair, TBD, and Secretary, Troy Nagle)
- 7. Future Technical Presentation(s), Contribution(s) or Discussion(s) – Schiffman**
 - a. Relevance of ASTM standards (next meeting, Schiffman)
 - b. History of EU enose standardization projects (volunteer?)
 - c. Current environmental monitoring standards (volunteer?)
 - d. Promising areas of focus for IEEE P2520 (all WG members)
- 8. New Business**
- 9. Future Meetings – WG Secretary, Troy Nagle**
Biweekly?, monthly?, quarterly?
- 10. Introduction of Working Group Members**
- 11. Adjourn**

----- **online connection details** -----

Topic: IEEE P2520 Working Group Zoom Meeting
Time: Jun 13, 2019 10:30 AM Eastern Time (US and Canada)
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