

**IEEE P2520 Working Group Meeting #10 Minutes**  
**29 June 2020 / 10:00 AM – 11:30 AM (EDT)**  
**Zoom Teleconference (<https://ncsu.zoom.us/j/945473904>).**  
*Approved: 7/13/2020*

**Members Present:** Omer Oralkan, Susana Palma\*, Hugo Gamboa, Krishna Persaud\*, Hua-Yao Li\*, Troy Nagle\*, Susan Schiffman\*, James Covington\*, Rachel Sunghee Lee\* (7 voting\*)

**Members Absent:** Radislav Potyrailo\*, Santiago Marco\*, Ehsan Danesh, Yogesh Gianchandani, Luis Hoffman, Peter Hesketh, Howard Choe, Jan Mitrovics, Mike McGinley, John Saffell (2 voting\*)

**Staff Present:** Vanessa Lalitte, IEEE-USA, Ravi Subramaniam, IEEE-SA

**1. Call to Order – WG Chair, Schiffman**

The Agenda was displayed to the attending WG members at 10:00 AM EDT. WG Chair Susan Schiffman called the meeting to order at 10:06 AM. She welcomed the participants to the 10th meeting of the Working Group to develop an IEEE Standard for Testing Machine Olfaction Devices and Systems. An announcement was made about recording the session for Minutes-preparation purposes. The file will be destroyed after the Minutes have been approved.

**2. Identification of Participants & Declaration of Affiliation – WG Secretary, Nagle**

At each meeting, each new member is asked to enter his/her name, affiliation, and email address into the Chat window. There were no new members present.

**3. Approval of Agenda – Schiffman**

The Agenda displayed at the opening of the meeting was adopted without objection.

**4. IEEE Patent & Copyright Policies – Schiffman**

The WG Chair briefly reviewed the IEEE-SA Patent and Copyright policies. This item is required for every WG meeting.

**5. Approval of 22 June 2020 Meeting Minutes**

At this point in the agenda, the Secretary noted that a quorum was not present. WG approval was deferred to the next meeting. However, after later correcting the WG Roster, a quorum was noted to be present.

**6. Discussion of IEEE Conformity Assessment Program (ICAP)**

The WG continued its discussion of ICAP with Ravi Subramaniam, ICAP Director. Ravi answered questions about the organization and its approval processes. The WG continued to believe that this approach might be appropriate for our standards activities but delayed a decision to future meetings.

**7. Discussion of our P2520 odor standards numbering scheme**

At this point, the discussion moved to our proposed standards numbering scheme. The WG likes concept of a standardized numbering scheme to guide our future activities. To this point, our drafting efforts have been focused on Baseline Performance. A consensus developed to focus our current activities on P2520.1 Baseline Performance (James Covington, Troy Nagle, Susana Palma, Hugo Gamboa), P2520.2.2 Landfill Odour (Susan Schiffman, Krishna Persaud, Hua-Yao Li), P2520.2.3 Residential Water Supply (Krishna Persaud, Susan Schiffman), P2520.3.1 General Indoor Air Quality (Hua-Yao Li), and P2520.4.1 Chemical Manufacturing (Hugo Gamboa, Susana Palma).

**8. Review of IEEE-SA PAR requirements and 14 Aug 2020 deadline**

This item was postponed to our next meeting.

**9. Volunteers for P2520.1.x Working Groups (x = 1, 2, 3, 4)**

This item was postponed to our next meeting.

**10. New Business**

There was no new business.

**11. Review of Action Items - Nagle**

Troy will send an updated P2520 Standards Numbering Scheme and a draft of P2520.1 (Baseline Performance).

**13. Future Meetings**

The Working Group agreed to meet again in two weeks at 10 AM EDT on 13 July 2020.

**14. Adjourn**

The Meeting adjourned at 10:53 AM EDT

H. Troy Nagle  
WG Secretary  
29 June 2020