

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

1. Call to Order – WG Chair, Schiffman  
Welcome, recording for minutes
2. Identification of Participants & Declaration of Affiliation – WG Secretary, Nagle  
New members introduce themselves and their affiliation
3. Approval of Agenda – Schiffman  
Call for changes, then approval
4. IEEE Patent & Copyright Policies – Schiffman  
Required at each meeting
5. Approval of 22 June 2020 and 29 June 2020 Meeting Minutes  
If quorum is present
6. Continue discussion of IEEE Conformity Assessment Program (ICAP)  
Continued from last two meetings
7. Discussion of our P2520 odor standards numbering scheme  
Changes needed? Adopt as outlined?
8. Review of IEEE-SA PAR requirements and 14 Aug 2020 deadline
9. Volunteers for P2520.1.x Working Groups (x = 1, 2, 3, 4)  
Volunteers for IEEE P2520.1 WG Chair, Vice Chair, and Secretary?
10. New Business
11. Review of Action Items - Nagle
12. Future Meetings
13. Adjourn