

IEEE P2520 Working Group Meeting #11 Minutes
13 July 2020 / 10:00 AM – 11:30 AM (EDT)
Zoom Teleconference (<https://ncsu.zoom.us/j/945473904>).
Approved: 7/27/2020

Active Members Present: Ehsan Danesh*, Yogesh Gianchandani*, Hugo Gamboa*, Krishna Persaud*, Troy Nagle*, Susan Schiffman* (6 voting*)

Active Members Absent: Hua-Yao Li*, Omer Oralkan, Susana Palma, Radislav Potyrailo, Santiago Marco*, James Covington*, Rachel Sunghhee Lee* (4 voting*)

Staff Present: 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. After a period of informal discussion, WG Chair Susan Schiffman called the meeting to order at 10:16 AM. She welcomed the participants to the 11th 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 and 29 June 2020 Meeting Minutes

At this point in the agenda, the Secretary noted that a quorum was present. Both sets of Minutes were approved.

6. Continue discussion of IEEE Conformity Assessment Program (ICAP)

The WG continued its discussion of ICAP with Ravi Subramaniam, ICAP Director. Ravi reviewed upcoming submission deadlines for PAR submissions. The WG continues to believe that ICAP might be appropriate for our standards activities and decided to examine this program in more detail as we finish and publish the P2520.1 Standard on Baseline Performance.

7. Discussion of our P2520 odor standards numbering scheme

After more discussion, the WG decided to submit six PARs for consideration by the IEEE-SA. Here is a listing of the six proposed Working Group and the proposed volunteer Chair:

P2520.1: Baseline Performance (James Covington)

P2520.2.1: General Outdoor Air Quality (Ehsan Danesh)

P2520.2.2: Landfill Odour (Susan Schiffman)

P2520.2.3: Residential Water Supply (Krishna Persaud)

P2520.3.1: General indoor Air Quality (Ehsan Danesh)

P2520.4.1: Chemical Manufacturing (Hugo Gamboa)

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

Troy reviewed the format of the online Program Authorization Request submissions and agreed to send a template to the WG.

9. Volunteers for P2520.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 a template for new PAR submissions (done).

13. Future Meetings

The Working Group agreed to meet again in two weeks at 10 AM EDT on 27 July 2020.

14. Adjourn

The Meeting adjourned at 10:47 AM EDT

H. Troy Nagle

WG Secretary

13 July 2020