

IEEE P2520 Working Group Meeting #12 Minutes
27 July 2020 / 10:00 AM – 11:30 AM (EDT)
Zoom Teleconference (<https://ncsu.zoom.us/j/945473904>).
Approved: 10/19/2020

Active Members Present: Susana Palma*, Rachel Sunghee Lee*, Omer Oralkan*, Hua-Yao Li*, James Covington*, Radislav Potyrailo*, Ehsan Danesh*, Hugo Gamboa*, Troy Nagle*, Susan Schiffman* (10 voting*)

Active Members Absent: Krishna Persaud*, Yogesh Gianchandani*, Santiago Marco (2 voting*)

Staff Present: Vanessa Lalitte, 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 10:02 AM. She welcomed the participants to the 12th 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 13 July 2020 Meeting Minutes

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

6. Review of new Project Authorization Requests (PARs) for 14 August 2020 submission

The following new PAR submissions were discussed.:

P2520.1: Baseline Performance (James Covington)

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

P2520.2.2: Landfill Odour (Susan Schiffman)

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

P2520.4.1: Chemical Manufacturing (Susana Palma)

Troy entered myProject, shared his screen, and displayed online draft submissions for P2520.1, P2520.2.2, and P2520.4.1. Corrections were entered and these were deemed finished by the WG. Ehsan then shared his screen and the WG reviewed his online myProject drafts for P2520.2.1 and P2520.3.1. The WG commented on those drafts and made suggestions.

7. New Business

There was no new business.

8. Review of Action Items - Nagle

Ehsan will submit his two PARs and Troy will submit the other three. **NOTE: done 8/1/2020.**

9. Future Meetings

The Working Group agreed to hold its next meeting at 10 AM EDT on 14 September 2020. **NOTE: The meeting was delayed to October 19 awaiting IEEE-SA PAR approvals.**

10. Adjourn

The Meeting adjourned at 11:07 AM EDT

H. Troy Nagle
WG Secretary
3 August 2020