

IEEE P2520.1 Working Group

Meeting Minutes

19 October 2020

WG Chair: Susan Schiffman

WG Secretary: H. Troy Nagle

Approved: 6/15/2021

1. Call to Order

Chair called meeting to order at 10:03 AM EDT. She announced that the meeting is being recorded for the purpose of preparing minutes.

2. Roll Call and Disclosure of Affiliation

Affiliation FAQs: <http://standards.ieee.org/faqs/affiliation.html>

The Chair asked that new participants enter their contact and affiliation information into the Chat window. A few minutes were allowed for the Secretary to record the attendance. A quorum was achieved (10 of 12 voting members). The participants of this meeting are listed in **Attachment A**.

3. Approval of Agenda

The Secretary displayed the agenda on the screen. Radislav Potyrailo moved approval and Susana Palma seconded. Without objection, the agenda was adopted.

4. IEEE Patent & Copyright Policies

a. Call for Patents

<https://development.standards.ieee.org/myproject/Public/mytools/mob/slideset.pdf>

Per standard IEEE SA WG meeting practice, the Chair reviewed the required policy regarding potentially essential patents. No one raised concerns for consideration.

b. Copyright Policy <https://standards.ieee.org/ipr/copyright-materials.html>

Per standard IEEE-SA WG meeting practice, the Chair reviewed the required policy regarding copyrights. There were no questions or concerns.

5. Approval of Previous Minutes

The Chair asked for a motion to approve the Minutes of the July 27, 2020, meeting. Without objection, the Minutes were unanimously approved.

6. Technical Discussion

Vanessa Lalittle reviewed the plans for starting new Working Groups (WGs) for our Project Authorization Requests (PARs) that were approved on 24 September 2020:

P2520.1

Name: Baseline performance of machine olfaction devices and systems

WG Chair: James Covington

P2520.2.1

Name: Machine olfaction devices and systems used for general outdoor odor monitoring

WG Chair: Ehsan Danesh

P2520.2.2

Name: Landfill odor monitoring devices and systems

WG Chair: Susan Schiffman

P2520.3.1

Name: Machine olfaction devices and systems used for general indoor odor monitoring

WG Chair: Ehsan Danesh

P2520.4.1

Name: Performance of machine olfaction devices and systems for chemical manufacture

WG Chair: Susana Palma

It takes about six weeks to get all the materials generated and distributed to potential participants. Each new WG will adopt its operating policies and procedures (P&P) rules. The IEEE-SA offers a standard simplified P&P template that will be used. The IEEE Sensors Council Standards Committee is the primary sponsor and will approve the WG P&Ps. Troy reviewed the various sections of the standard P&P document for the new WG Chairs.

James Covington, Ehsan Danesh, and Susana Palma reviewed their plans for starting their new Working Groups. They will try to keep their standards as general as possible within their application areas, delegating further restrictions and narrowing of chemical types to follow-on WGs (e.g., P2520.1 Baseline --> P2520.2.1 General Outdoor --> P2520.2.2 Landfills). Publicity for the new WGs can be tailored to the focus of the standards. The WG Chairs can specify three target IEEE Technical Societies. Vanessa displayed a typical Call for Participation and asked the new WG Chairs to begin working on their materials. The Call for Participation has a link that invites any individual to register for the kickoff sessions. The list of registrants for the kickoff meeting will be provided to the WG Chair and Secretary. All participants of the kickoff meeting can request to become founding voting member of the Working Group. The Chair and/or Secretary of the WG can transfer this list of registrants to their STDS-P2520-**X-Y** Listserv (their general mailing list for all individuals who have shown interest and requested information about the standard). An example is STDS-P2520-2-1. The new working Groups also have a members-only Listserv that is named P2520-**X-Y**-MBRS. An example is P2520-2-1-MBRS. Draft standards and other sensitive material can be distributed to the actively contributing members of the P2520.2.1 WG using this Listserv.

7. Discussion of the future for P2520

Vanessa informed the WG that we can submit a modified PAR to change our existing WG from a Standard to a Guide. Our current P2520 PAR expires on 31 Dec 2023. The P2520 Guide is planned to grow (and be revised) over time as the new standards come online.

8. New Business/Activities for the Next Meeting

There was no new business.

9. Review of Action Items

There were no outstanding action items.

10. Future Meetings

After a discussion about a future meeting date, a consensus was reached to hold the next meeting of this WG in 2021 after the new WGs have started operations.

11. Adjourn

Without objection, the Chair adjourned the meeting at 11:12 AM.

Attachment A: Participants (11)

Susan Schiffman

Troy Nagle

James Covington

Krishna Persaud

Rachel Sunghee Lee

Hua-Yao Li

Susana Palma

Radislav Potyrailo

Omer Oralkan

Ehsan Danesh

Vanessa Lalitte, IEEE-SA Staff