

**IEEE P2520 Working Group Meeting #14 Agenda**  
**15 June 2021 / 10:00 AM – 11:00 AM (EDT)**  
**Zoom Teleconference (<https://ncsu.zoom.us/j/945473904>).**

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

Welcome, recording for minutes

**2. Roll Call and Disclosure of Affiliation – WG Secretary, Nagle**

New members introduce themselves and their affiliation

**3. Approval of Agenda – Schiffman**

Call for changes, then approval

**4. Approval of 19 October 2020 Meeting Minutes**

If a quorum (six voting members) is present

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

Required at each meeting

**6. Technical Discussion:**

a. Standard Series Numbering Scheme

b. IEEE Conformity Assessment Program – Ravi Subramaniam <r.subramaniam@ieee.org>

c. Updates from new Working Groups

d. Distribution of materials within the Guide and subsequent standards

**7. New Business/Activities for the Next Meeting**

a. Should we establish a writing Subgroup? **Title:** P2520 Drafting Subgroup. **Scope:** Coordinate with the other P2520.x WGs to develop a guide (or recommended practices) for using the P2520 Standard Series. **Membership:** Members from other P2520.x WGs to participate. The P2520 WG Chair can solicit nominations for membership and appoint the Subgroup Chair. **Action:** The new Subgroup could report progress to this WG at future meetings.

b. Should we appoint a Technical Editor? (Chair could solicit nominations. Secretary could assume role until one is identified.)

**8. Future Meetings**

First Monday at 10 AM EDT? in August? in October?

**9. Adjourn**