

**IEEE P2520 Working Group Meeting
Final Agenda
24 June 2019 / 9:00 AM – 10:30 PM (EDT)
Teleconference**

1. Call to Order – WG Chair, Susan Schiffman

***Note:** This session is being recorded for the purpose of generating minutes and the recording will be destroyed once the minutes have been approved. When you have the floor, please let us know if you do not want to be recorded.*

2. Roll Call of Individuals & Declaration of Affiliation – WG Secretary, Troy Nagle

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

Your affiliation indicates who is supporting your participation in the WG (employer, sponsor, self, ...)? Please enter your name in the Zoom Chat window. If this is your first meeting, also please include your affiliation and email address.

3. Approval of Agenda – Schiffman

4. IEEE Patent Policy – Schiffman

- a. Call for Patents <https://development.standards.ieee.org/myproject/Public/mytools/mob/slideset.pdf>

5. Today's Discussion – Schiffman

- a. Purpose of WG
- b. Definition of Standards
- c. Why E-nose Standards
- d. Types of IEEE Standards
- e. Relevance of ASTM standards

6. Topics for Future Meetings – Schiffman

- a. History of EU e-nose standardization projects (volunteer for next meeting?)
- b. Current environmental monitoring standards (volunteer for a future meeting?)
- c. Promising areas of focus for IEEE P2520 (Shall we conduct a WG survey?)

7. New Business

8. Introduction of New Working Group Members (from Zoom Chat window)

9. Next Meetings – Nagle

Meeting time: Mondays at 10:00 AM EDT

Startup Meetings: July 8 and July 22

Fall Monthly Meetings begin: September 9, and following on the second Monday each month?

10. Adjourn

----- **online connection details** -----

Topic: IEEE P2520 Working Group Zoom Meetings

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