

IEEE P2520 Working Group Meeting #5
Final Agenda
9 September 2019 / 10:00 AM – 11:30 AM (EDT)
Zoom Teleconference (<https://ncsu.zoom.us/j/945473904>)

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 completed. When you have the floor, please let us know if you do not want to be recorded. Please keep your microphone muted unless you are speaking.*

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

- a. Seminar Series Update (Nagle, Mitrovics, Persaud, Hesketh)
- b. Suggestions for soliciting new WG members (all)
- c. Fall WG meeting schedule (biweekly? monthly?)

6. Approval of Minutes – Schiffman

- a. Verification of quorum (Nagle)
- b. Motion for approval

7. Topics for Future Meetings – Schiffman

- a. Current environmental monitoring standards (Tomas Poster?)
- b. Enose best practices (volunteer?)
- c. The enose market (guest?)
- d. Best practices for odor sampling (volunteer?)

8. New Business

9. Introduction of New Working Group Members (from Zoom chat window)

10. Review of Actions Items – Nagle

11. Future Meetings – Nagle

Next meeting: Monday, October 7, at 10:00 AM EDT

12. Adjourn