IEEE P2520 Working Group Business Meeting #7
Final Agenda
11 November 2019 / 10:00AM – 11:30 AM (EST)
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
   If this is your first meeting, please enter your name, affiliation and email address into the Chat window.

3. **Approval of Agenda – Schiffman**

4. **IEEE Patent Policy – Schiffman**
   a. IEEE Patent Policy
   b. IEEE Copyright Policy

5. **Today's Discussion**
   a. What should be the focus of our first standards?
   b. Topic for our 3rd seminar
   c. Suggestions for soliciting new WG members
   d. Collaboration with other Standards Working Groups

6. **Approval of Minutes – Schiffman**
   a. Verification of quorum (Nagle)
   b. Motion for approval

7. **Topics for Future Meetings – Schiffman**
   a. Sensors and signal conversion
   b. Signal processing best practices
   c. The enose market segments
   d. Best practices for enose testing

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 Seminar: Monday, December 9, at 10:00 AM EST (James Covington)
    (https://ncsu.zoom.us/j/514808409)
    Next Business Meeting: Monday, December 9, at 10:45 AM EST
    (https://ncsu.zoom.us/j/945473904)

12. **Adjourn**