

IEEE P2520 Working Group Meeting #9 Minutes
22 June 2020 / 10:00 AM – 11:30 AM (EDT)
Zoom Teleconference (<https://ncsu.zoom.us/j/945473904>).
Approved: 7/13/2020

Members Present: Yogesh Gianchandani, Krishna Persaud*, Hua-Yao Li*, Ehsan Danesh, Radislav Potyrailo*, Troy Nagle*, Susan Schiffman*, Santiago Marco*, James Covington*, Rachel Sunghee Lee* (8 voting*)

Members Absent: Luis Hoffman, Susana Palma*, Peter Hesketh*, Hugo Gamboa, Howard Choe, Omer Oralkan, Jan Mitrovics, Mike McGinley, John Saffell (2 voting*)

Staff Present: Vanessa Lalitte, IEEE-USA, Ravi Subramaniam, IEEE-SA

1. Call to Order – WG Chair, Schiffman

The Agenda was displayed to the attending WG members at 10:00 AM EDT. WG Chair Susan Schiffman called the meeting to order at 10:03 AM. She welcomed the participants to the 9th meeting of the Working Group to develop an IEEE Standard for Testing Machine Olfaction Devices and Systems. An announcement was made about recording the session for Minutes-preparation purposes. The file will be destroyed after the Minutes have been approved.

2. Identification of Participants & Declaration of Affiliation – WG Secretary, Nagle

At each meeting, each new member is asked to enter his/her name, affiliation, and email address into the Chat window. There were no new members present.

3. Approval of Agenda – Schiffman

The Agenda displayed at the opening of the meeting was adopted without objection.

4. IEEE Patent & Copyright Policies – Schiffman

The WG Chair briefly reviewed the IEEE-SA Patent and Copyright policies. This item is required for every WG meeting.

5. Acknowledgment and Appreciation for the Ricardo Gutierrez-Osuna Seminar (10 Feb 2020)

The chair expressed appreciation for the virtual seminar entitled “Signal processing for chemical sensors: past, present, and future” delivered by Prof. Gutierrez-Osuna on 10 Feb 2020. The seminar was well attended and favorably received by the online audience.

6. Approval of 11 Nov 2019 and 9 Dec 2019 WG Meeting Minutes

At this point in the agenda, a quorum was noted by the Secretary. The WG agreed to revise the agenda and then, without objection, approved the minutes for the 11 Nov 2019 and 9 Dec 2019 WG Meetings.

7. Review of IEEE Conformity Assessment Program (ICAP)

Ravi Subramaniam, ICAP Director, gave an in-depth overview of the features of the program. Ravi’s slides were sent to the WG prior to the meeting. Questions about the organization and its approval processes were posed by the WG members. The WG felt that this approach might be appropriate for our standards activities. Ravi authorized Troy to send an example standard and its affiliated testing plan to the WG for review.

8. Discussion of our P2520 odor standards numbering scheme

After Ravi’s presentation, the possibility of adapting our standards numbering scheme to fit the ICAP was discussed. To this point, our drafting efforts have been focused on Baseline Performance. The general consensus was that we should finish that work and then select one important application area for our next standard writing effort.

9. Review of IEEE-SA PAR requirements and 14 Aug 2020 deadline

This item was postponed until after we review the ICAP options.

10. Volunteers for P2520.1.x Working Groups (x = 1, 2, 3, 4)

This item was postponed until after we review the ICAP options.

11. New Business

There was no new business.

12. Review of Action Items - Nagle

Troy distributed the ICAP example standard and testing plan immediately after the meeting ended. There were no other action items.

13. Future Meetings

The Working Group agreed to meet again in one week at 10 AM EDT on 29 June 2020.

14. Adjourn

The Meeting adjourned at 11:33 AM EDT

H. Troy Nagle
WG Secretary
22 June 2020