

IEEE P2520 Working Group Meeting #15

Meeting Minutes

1 November 2021

WG Chair: Susan Schiffman

WG Secretary: H. Troy Nagle

Meeting Link: <https://ncsu.zoom.us/j/97075784277> (Password: P2520)

1. Call to Order

Chair called meeting to order at 10:10 AM EDT.

2. Roll Call and Disclosure of Affiliation

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

The Secretary reviewed the Zoom Participants list and determined that a quorum was not present. Five of the 11 voting members were present. The participants of this meeting are listed in **Attachment A**.

3. Approval of Agenda

The Chair displayed the proposed revised agenda for the meeting.

4. Approval of Previous Minutes

Approval the Minutes of the 14 June 2021 meeting was postponed to the next WG meeting.

5. IEEE Patent & Copyright Policies

a. Call for Patents

<https://development.standards.ieee.org/myproject/Public/mytools/mob/slideset.pdf>

Per standard IEEE SA WG meeting practice, the Chair reviewed the required policy regarding potentially essential patents. No one raised concerns for consideration.

b. Copyright Policy <https://standards.ieee.org/ipr/copyright-materials.html>

Per standard IEEE-SA WG meeting practice, the Chair reviewed the required policy regarding copyrights. There were no questions or concerns.

6. Technical Discussion:

a. P2520 Website

The Secretary displayed the recently completed P2520 Website (<https://sagroups.ieee.org/2520/>). All of the approved Agendas and Meeting Minutes are displayed.

b. Seminar Series

From the Website menu, the information related to the first three Seminars was demonstrated. Those took place before the COVID 19 pandemic disrupted the world's timeline. The seminars were delayed a year and resumed in Spring 2021. The last three seminars are being formatted for posting on our website and should appear soon. The IEEE SA and the IEEE Sensors Council will display all six seminars on their websites, and also post them on YouTube. Suggestions for future seminar topics and speakers are welcomed.

c. PAR Change Submission

The Secretary reviewed the proposed edits that will be made to our PAR to change the focus from a Standard to a Guide. Those changes will be made before the upcoming IEEE-SA deadline of 12 December 2021.

d. Drafting Subgroup Update

The WG Chair has asked the Secretary to form the Drafting Subgroup (approved by the WG in June 2021) to begin the process of writing the proposed Guide. The Secretary displayed a draft Table of Contents for consideration by the WG members. Members who are interested in participating should contact t.nagle@ieee.org. Each of the P2520 Standard Series WGs will be asked to appoint a representative.

e. Updates for the P2520 numbering scheme

This item was postponed to the next WG meeting.

7. New Business/Activities for the Next Meeting

There was no new business.

8. Future Meetings

The next meeting will take place in early 2022, after formal IEEE-SA approval of our PAR change from a Standard to a Guide.

9. Adjourn

The meeting was adjourned at 10:28 AM.

Attachment A: Participants (5)

NAME	AFFILIATION
Susan Schiffman	NC State University
Hua-Yao Li	Huazhong Univ. of Sci & Tech
Omer Oralkan	NC State University
Radislav Potyrailo	GE Research
Troy Nagle	NC State University