

**P280 Working Group  
Minutes of November 18, 2020 Web Teleconference Meeting**

**1. Call to order**

Meeting was called to order by Randy Curey (Chair) at 10:03 AM (PST).

**Roll Call of Voting Members**

<b>Last, First Name</b>	<b>Affiliation</b>	<b>Present</b>
Curey, Randy (Chair)	Northrop Grumman	Yes
Balma, Peter	Retired	Yes
Edwards, Doug (Secretary)	Siemens	Yes
Benham, Elizabeth	NIST	No
<b>Guest</b>		
Sullivan, Paul	DuPont	No

**2. Determination of Quorum**

75% attendance – Quorum met.

**3. Approval of Agenda**

No objections. Approved by consent.

**4. Approval of November 5, 2020 Meeting Minutes**

No objections. Approved by consent.

**5. Call for Patents**

No Patent issues reported.

No Copyright issues at this time.

**6. Chair’s remarks.**

Completed resolving proper italicization of symbol in Table 14.

P260 difference have been incorporate into the draft with comments identifying the inserted changed.

**7. Continued resolution of ballot comments on Draft 22, creating Draft 23.**

Comment resolutions are detailed in the comment resolution form.

The following changes must be either detailed with an existing comment in the Ballot Resolution Form or via Cover Letter with Re-Circulation Ballot.

Started addressing differences with P260.1.

- Decided to not include E – mv<sup>2</sup> equation in 4.2.
- I-35: For Tensor Quantities: Decided to bold, matching 260.1.
- Action Item for re-circulation Ballot: Note in the cover letter for Re-circulation letter changes made that are in additional to changes addressing ballot comments. This includes items such as updates to Fore Matter, addition of Section 3.
- 4.3 and 4.4: Added “remarks concerning ...” to section title.
- 4.4: Revised wording in 1<sup>st</sup> paragraph as compared to 260.1 as follows:
  - Use of italics
  - Lowercase used for unit symbols.
  - Not using sentence with exception of use of special signs such as degrees.
  - Use of initial for Proper names
  - Yes to footnote.
- 4.4: Accepted use of space for multiplying units, e.g. “N m.”
- 4.5: Added “m s<sup>-1</sup>” to example.
- 4.5: Note is good.

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- 4.5: Revised last sentence before Table 1 to use wording “base quantities and units of Table 1:”
- Table 1: Re-ordered based on mks – meter, kilogram, second.
- After Table 1, revised to “The spelling meter, liter, deka, and cesium are recommended.” Coordinating with NIST special publication SP330-2019.
- After Table 1, deleted “variant spelling” sentence and footnote 10.
- Revised sentence before Table 2, “The prefixes in Table 2 shall ...”
- Footnote for sentence before Table 2 is kept. Chair to coordinate for revisions of 260.1.
- Compound prefixes section, no change here. Chair to coordinate for revisions of 260.1.
- Adding note from 260.1, “For historical reasons,...”
- Revised text to “non-prefixed unit, e.g.  $10^{-34}$  J”. Chair to coordinate for revisions of 260.1.
- “:=” from 260.1 is not to be used in 280.
- Added paragraph “4.6 Usage”
  - Did not bring in 1<sup>st</sup> paragraph concerning spelling units for 1<sup>st</sup> time usage.
  - STOP

**8. Next Meeting**

New doodle poll will be set up.

**9. Adjournment**

Meeting adjourned at 12:02 PM PST.

Reported by,

Doug Edwards  
Secretary, P280 WG  
[doug.edwards@ieee.org](mailto:doug.edwards@ieee.org)