P280 Working Group
Minutes of January 14, 2021 Web Teleconference Meeting

1. **Call to order**
   Meeting was called to order by Randy Curey (Chair) at 10:01 AM (PST).

   Roll Call of Voting Members

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

2. **Determination of Quorum**
   75% attendance – Quorum met.

3. **Approval of Agenda**
   No objections. Approved by consent.

4. **Approval of December 17, 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**.

   Balance of issues have some complexity. Rewording needed in some locations.

   Target for today – easier issues 1st.

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

   Comment resolutions are detailed in the comment resolution form.
   - Definitions reworded for parallel wording for mathematic constant & physical constant.

   - Acronyms and abbreviations updated.

   - 4.6 Usage
     - Section and most importantly the last paragraph wording was reviewed and accepted.

   - Table 12, T12.11 – Parathesis removed from CGPM as acronym was previous defined.

   - IEEE Std 270-2006
     - "IEEE Std" was missing.
     - Will resort in list.
     - Corrected punctation of "-" to a "," between date and start of document title.

   - BIPM 2019.
     - From BIPM. 2019. Le Système internationale d'unités
     - To, BIPM 2019, Le Système Internationale d'Unités

- Bibliography sorting
  - Some of the references are not in alphabetic & numeric sorted order. They are listed in a numeric & logical order.

Back to reference to the Ballot Comments Form
- i-75: Complex Permeability vs Complex Conjugate
  Resolution is:
  - Keep table organization as is.
  - Delete the "*" from the complex items for
    - T9.13
    - T9.15
    - T9.32
    - T9.35
  - Special notation is not needed to represent a complex variable. Whether or not a variable is complex is determined by the context of how it is used.

- i-33: Roman vs italics
  - The C and L in T9.59 and T9.60 are italicized.
  - Section 4.2 Alphabets and typography:
    - Clarified text in previous draft in regards to subscripts and superscripts by deleting text that was deemed to be causing confusion and adding additional examples.

- Two comments pending.

8. Next Meeting
Randy sending Doodle Poll.

9. Adjournment
Meeting adjourned at 12:04 PM PST.

Reported by,

Doug Edwards
Secretary, P280 WG
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