

**P260.1 Working Group
Minutes of March 23, 2022 from 10 AM to 12 PM PST
Web Teleconference Meeting**

1. Call to Order

Call to order at 10:03 AM (PST).

Last, First Name	Affiliation	Present
Curey, Randy (Chair)	Northrop Grumman	Yes
Balma, Peter	Retired, Self	Yes - 45 minutes late
Edwards, Doug (Secretary)	Siemens	Yes
Ressel, Howard	Retired, Self	Yes
Webb, John	ABB	Yes
Flowers, Keith	Siemens	Yes
Sullivan, Paul	DuPont	Yes

2. Determination of Quorum

Quorum met.

3. Approval of Agenda

No objections. Approved by consent.

4. Approval of Meeting Minutes

No objections. Approved by consent.

5. Call for Patents / Copyright

- Patent Slides reminder discussed.
- Copyright Slides discussed.
- No Patent or Copyright issues reported.

6. Chair's Remarks

None

7. Continue revisions of P260.1 draft 14 (draft 15 being created during meeting) and comments from reviewers.

- a. Reviewed WG members names.
 - No issues.
- b. 6.1 Limitation arising from the use of HTML-coded web pages and electronic mail
 - Decision: Delete on basis of not needed.
- c. 6.2 Limitations arising from importing and exporting documents between computer programs
 - Decision: Delete on basis of not needed.
- d. Annex A
 - In presenting data, ...

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- 10 Np (1 A) – Added minus before. Changed to “-10 Np (1 A).
- e. Annex B – Bibliography: ISO 2955: 1983
 - Deleted as the details are no longer covered in this document or relevant.
- f. BIPB: 2019.
 - No adding footnote for where to source – same as published in IEEE Std 280.
- g. Section 6 Unit symbols to be used with limited character sets
Updated – as follows:

512 **6. Unit symbols substitutions**

513 The unit symbols discussed in this Standard are easily reproduced using word processing software.
514 However, some symbols require using a symbol insertion command or adding ASCII character codes. This
515 section provides recommended substitutions when producing exact symbols as shown in this document is
516 either not possible or the user deems it is not necessary. It is incumbent on the author to understand the use
517 of the documents that are being created and to use appropriate unit symbol(s). These substitutions shall not
518 be used in publications.

519 For μ , substitute u.

- h. Keywords
 - Updated
- i. Scope
 - Deleted last sentence. Deleted, “Provision is made for modifications to be used when only character sets of limited capability are available.
- j. 5. Unit symbols
 - Deleted third paragraph ending with reference to Section 6.

495 **5. Unit symbols**

496 Symbols for units are listed in Table 3 alphabetically by the name of the unit. Table 3 includes SI units and
497 other common units. While SI units are preferred, non SI units are included due to common usage.
498 IEEE/ASTM SI 10 Table A.1 “Alphabetical list of non-SI units” may be consulted for possible SI unit
499 replacements for non SI units.

500 SI prefixes and binary prefixes are not included in Table 3. Refer to Table 2 for a complete list of
501 acceptable SI prefixes. Refer to IEEE Std 1541 for a complete list of acceptable binary prefixes.

502 As stated in 4.4, unit symbol capitalization needs to be followed, however there may be situations in which
503 the standard symbols cannot be used (e.g., when the printing equipment has no provision for Greek letters
504 or for lowercase letters). These situations are discussed in Clause 6.

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k. Introduction

- 4th paragraph rewritten with addition of footnotes.

242 In this revision, Table 3 has been revised to add commonly-used¹ symbols and remove rarely-used
243 symbols. Table 3 has also been modified to remove binary prefixes, remove SI prefixes (as there are
244 already in Table 2), and remove combinations of SI prefixes and base units. Clause 6 has been simplified to
245 only address unit symbol substitutions. References to IEEE Std 945 and IEEE Std 1541 have been added.
246 The bibliography was updated and expanded.

¹ Commonly-used at the time of the publication of this standard.

² Rarely-used at the time of the publication of this standard.

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This is an unapproved IEEE Standards Draft, subject to change.

- l. Meeting ran overtime so did not have quorum at the end of the meeting. Believe the document is complete and ready to go to ballot.

Chair will provide latest draft. If no issues communicated (at least 10-day review), will initiate ballot.

8. Next Meeting – Doodle Poll

Pending ballot activity.

9. Adjournment

Meeting adjourned at 12:18 PM (PST).

Reported by,

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