1. Call to Order
   Call to order at 10:02 a.m. (PDT).

2. Role Call of Attendees

<table>
<thead>
<tr>
<th>Last, First Name</th>
<th>Affiliation</th>
<th>Member Status</th>
<th>Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curey, Randy (Chair)</td>
<td>Northrop Grumman</td>
<td>VM</td>
<td>Yes</td>
</tr>
<tr>
<td>Balma, Peter</td>
<td>Retired, Self</td>
<td>VM</td>
<td>No</td>
</tr>
<tr>
<td>Brown, Richard</td>
<td>NPL</td>
<td>VM</td>
<td>Yes</td>
</tr>
<tr>
<td>Edwards, Doug (Secretary)</td>
<td>Siemens</td>
<td>VM</td>
<td>Yes</td>
</tr>
<tr>
<td>Flowers, Keith</td>
<td>Siemens</td>
<td>VM</td>
<td>No</td>
</tr>
<tr>
<td>Shirley, Eric</td>
<td>NIST</td>
<td>VM</td>
<td>Yes</td>
</tr>
<tr>
<td>Webb, John</td>
<td>ABB</td>
<td>VM</td>
<td>No</td>
</tr>
<tr>
<td>Sullivan, Paul</td>
<td>DuPont</td>
<td>NVM</td>
<td>No</td>
</tr>
</tbody>
</table>

3. Determination of Quorum
   Quorum was met and maintained through meeting.

4. Approval of Agenda
   No objections. Approved by acclimation.

5. Approval of Meeting Minutes
   P260.3 WG Minutes (2023-08-01.R1)
   P260.3 WG Minutes (2023-05-12.R1)
   Both sets of minutes were approved by acclimation.
   The QUSCom website will be down from late September to late October, 2023.

6. Call for Patents / Copyright
   - Chair reminded all of the IEEE-SA Patent policy.
   - Chair reminded all of the IEEE-SA Copyright policy.
   - No Patent or Copyright issues reported.

7. Participant behavior
   - Chair reminded all of the IEEE Behavior – Individual Method principles.

8. Chair’s Remarks
   Glad to be back to work. Had taking a break to complete a different standard.

9. Draft review
   Review of Draft D05.
P260.3 Working Group
Minutes of September 13, 2023 from 10 AM to 12 PM PDT
Web Teleconference Meeting

a. Page 1: 1.3 Word usage
   • As this is standard, should mostly have “shall” throughout the document.

b. Page 7: 10 Conventions
   • As Conventions are not requirements, “should” will be used a good deal.
   • Choice of words for Section were reviewed and approved on basis that
     this section is an observation of what is done, not a statement of
     requirement.

c. General: 11.1
   • Which font to use?
   • Have mostly used Callibri font for symbols. However, as some symbols
     are only available via the font Cambri Math, there is a mix of symbols
     which use Cambri Math.
   • Did not find guidance from the 2021 IEEE SA Standards Style Manual for
     a preferred font for symbols.
   • Decision: Use Callibri and Cambri Math as needed with decision of which
     font to be made, for now, on a case by case evaluation.

d. General – Abbreviation “cf”, which is the abbreviation of confer/conferatur,
   meaning “compare”, is change to “see.”

e. Corrected 11.2.13 equation.
   Added note, “(For a different meaning of this symbol, see 11.4.3.)”

f. Corrected 11.2.14 (applied in General)
   • Original “NB” which is latin abbreviation for Nota bene which means
     “note well”.
   • Decision, should typically delete the “NB”.
   • Added note, “(For a different meaning of this symbol, see 11.4.4.)”

g. Eric Shirley requested copy of latest WORD draft to do off-line review.

h. 11.2.16 & 11.2.17: The Delta symbol was previously much larger.
   • No option to increase. Keep as is.

i. 11.2.21 & 11.2.22: Discussion of a single or double lines for the equal
   portion of the symbol under the great than or less than symbols.
   • Agree to use single line.
   • Agree to not show the double line option as this is not in common
     practice.

j. 11.2.23 & 11.2.24: No changes were made after careful review for “much
   less than” and much greater than” respectively.
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k. 11.2.25 & 11.2.26: Updated note to read, “also used (preferably in Roman – non-italics) with ...”. This agrees with IEEE Std 260.1 (for minute (place angle) and second (place angle) use the non-italic symbol.

l. 11.2.31: Previous version had the “p” not italicized. This is corrected to change the “p” to italics.

m. 11.2.33 to 11.2.36: Corrected draft from “postulation” to “postualional” as word is used as an adjective. Also, “postualional” matches previous version.

n. 11.2.37: No change is made. Clarified that the Ellipse is meaning et cetera. The et cetera is in italics as et cetera is Latin.

o. 11.11.2.2: Application column, confirmed no change be M(a, b, z) NIST Handbook of Mathematical Symbols (DLMF).

p. 11.1.4: lg is changed to log 
Discussed items 11.5.2.1.2 to 11.5.2.1.5. Noted that changes are needed but changes were not yet completed.

q. WORD cross-references were through 11.2.14.

r. Stopped/completed:
   • Completed review through 11.2.37 which completed review of Table 11.2.
   • Completed review of hyperlinks through 11.2.14.

10. Next Meeting – Doodle Poll
Doodle Poll will be provided.
Target times are:
   • 10 am to 12 pm Pacific Daylight-Saving Time
   • 1 pm to 3 pm Eastern Daylight-Saving Time
   • 6 pm to 8 pm, London Daylight-Savings Time

11. Adjournment
Meeting adjourned at 12:06 PM (PDT).

Reported by,
Doug Edwards, Siemens
Secretary