**IEEE P4001 Working Group**

**Meeting #33 Meeting Minute [16 February 2022] – [15:00 (UK)] - V00 Virtual Zoom Meeting**

1. Call to Order – John Gilchrist (JG)
	1. Introduction and Affiliation Declarations
		1. Roll call of Individuals
	2. Establishment of Quorum – Report on Membership
		1. Quorum achieved
		2. Attendance: attendees captured by Chris Durell (CD)
2. Approval of Agenda - JG
	1. Agenda Review for Meeting #33 – (JG)
		1. Not reviewed - agenda continuance from meeting #32
	2. Approval of Meeting Minutes from meeting #32
		1. Deferred in the interest of time since this is a continuance of the last meeting.
3. Overview of IEEE Patent & Copyright Policies - JG
	1. Call for Patents - JG
	2. Copyright Policy - JG

**NOTE from Secretary** – minutes below are recorded from the perspective of the slides in the deck and the questionnaire responses provided for the meeting. The minutes record only the salient points for discussion and actions.

1. Review of actions from Meeting #32
2. Continued from Meeting #32 (Slide #26 in Meeting #33 PPT Deck) - Comments from Other Topics – 3
	1. Effective pixel count vs. effective channel count.
		1. Side meeting will be called for this discussion
			1. Andrei, Torbjorn, Trond, John, and others…
3. Revew of the Meta Data – Jan Makowski
	1. Document is located here (GoogleDoc): [https://docs.google.com/document/d/1-qVkuXXxp0UPuDaEr2fo68Ag0ILLB5oewnr9hrqUusI/edit#](https://docs.google.com/document/d/1-qVkuXXxp0UPuDaEr2fo68Ag0ILLB5oewnr9hrqUusI/edit)
4. Standards Document review – Torbjorn Skauli
	1. Pointing out specific sections for attention from the group – actions recorded below.
		1. Sections are in yellow highlight that need review – notes are in the document.
		2. Section 4.4.4 – would like people to consider this instead of temporal co-registration. Sampling interval change note taken in the document.
		3. Please make comments and edits here:
		[*https://docs.google.com/document/d/1S8ktuPBAJBhW5\_uAJ0MyMInFyzIR3j2USIqPWWwp\_60/edit#heading=h.4cvxnwnxc70x*](https://docs.google.com/document/d/1S8ktuPBAJBhW5_uAJ0MyMInFyzIR3j2USIqPWWwp_60/edit#heading=h.4cvxnwnxc70x)
5. Next Meeting(s)
	1. Meeting #32 – February 15th (Virtual) – 2hr Writing Workshop #1
		1. <https://labsphere.zoom.us/j/86923585189?pwd=WHBjWUtJY2dsQm80R2FhUkRZWk8wQT09>
	2. Meeting #33 – February 16th (Virtual) ) – 2hr Writing Workshop #2
		1. <https://labsphere.zoom.us/j/85285633941?pwd=cGprU256VVhmdHZxN3ZlMWE0VDU2dz09>
	3. Meeting #34 – TBD Week of March 14-18 – Doodle Poll below
		1. Doodle Poll: <https://doodle.com/poll/n8bud8mt6isgayq3?utm_source=poll&utm_medium=link>
		2. Selected date for meeting #34 - March 15
			1. Chris to put out the meeting notice.
6. P4001 Meeting Proposed at SPIE Defense & Commercial Sensing in Orlando, FL
	1. SPIE is April 3-7 (No activity on April 8) - In Person meeting / workshop to work on the standard draft document (all areas) Intended to be ~8 hours duration
		1. Two Part Meeting (Back to Back Days)
			1. Thursday April 7: 1300-1700
			2. Friday April 8: 0800-1200
		2. Are you attending SPIE DCS?
			1. <https://doodle.com/poll/r5dpb8uhmx66vb5v?utm_source=poll&utm_medium=link>
7. Outreach
	1. JACIE – Chris Durell Presented.
	2. SPIE DCS – (5) papers scheduled.
		1. Paper Number: 12094-1  - Contact TBD
		*The P4001 standard for hyperspectral imaging: overview and status update for draft standard*
		2. Paper Number: 12094-2 - Contact TBD
		*Camera performance characteristics in the IEEE P4001 standard for hyperspectral imaging: a status update*
		3. Paper Number: 12094-3 - Contact TBD
		*Development of test methods for hyperspectral cameras characterization in the P4001 standards development*
		4. Paper Number: 12094-4 – Chris Durell, Jan Makowski, Barbara Eckstein
		*Metadata definitions for a set of notional use cases in the P4001 standard for hyperspectral imaging*
		5. Paper Number: 12094-5 - Contact TBD
		*Choice of terminology in the P4001 standard for hyperspectral imaging*
	3. <https://spie.org/op22o/conferencedetails/imaging-spectrometry>
		1. General agreement – abstract due Feb 9 – missed the deadline
			1. CD will reach out to Emmett and will submit an abstract.
				1. Emmett said this would be OK.
	4. Suggestion for EARSeL Workshop in Pottsdam from Trond – abstract due Friday.
		1. <https://is.earsel.org/workshop/12-IS-Potsdam2022/>
		2. Trond Loke volunteered to submit an abstract. JG and CD will send prior information to help him,
8. List of ongoing meetings of the subgroups and leadership group were reviewed.
	1. Defaulting to the existing schedules for each group – action to Chris Durell to update these schedules.
		1. **P4001 Leadership**: Suspended for now in favor or C1 OCG
		2. **P4001 D1 Group**: Every week Mondays at 10:00AM ET USA with next meetings occurring on, 2/21, 2/28, etc..
			1. <https://labsphere.zoom.us/j/83481895007?pwd=cVo2U0RQODhBQ2gralpKdzhJY2ZtZz09>
		3. **P4001 C1 Stray Light Group**: Every week on Friday at 08:30AM ET USA with next meetings scheduled for 2/11 and 2/25
			1. <https://labsphere.zoom.us/j/82962754483?pwd=ZUplOFRlTEtuQTJFNmk2K0JCeDhIZz09>
		4. **P4001 C1 Optical Characterization Group (OCG)**: Meeting every week until TBD on Spatial, Spectral and Radiometric Testing efforts: 2/11, 2/18, 2/25, 3/4, etc.
			1. <https://labsphere.zoom.us/j/84800761720?pwd=YURTczFtVGZsVlJ0TFMzcHVJaDEzZz09>
		5. **P4001 T1 Terminology Group**: Schedule or meetings to be determined by Bon Arlen (BA) as group leader.
			1. SCHEDULE TBD
9. AOB
10. Adjourn General Meeting
	1. Torbjorn Skauli (TS) moved / Andre Fridman (AF) seconded.
11. Meeting closed.

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