1. **EEE P4001 Working Group**
2. **Meeting #35 Minutes [7 June 2022 1000-1100 EDT USA] – V00**
3. **Virtual Zoom Meeting**
4. Call to Order
	1. Introduction and Affiliation Declarations
		1. Roll call of Individuals
	2. Establishment of Quorum – Report on Membership
		1. 36 active members
		2. 42 attendees at the meeting – Quorum achieved.
	3. Policing of membership
		1. Members Status Review
5. Approval of Agenda
	1. Agenda Review for Meeting #35
		1. Motion by Alex Fong/Seconded by Melina Zempila
	2. Approval of Meeting Minutes from meetings #33 and #34
		1. Minutes #33:
			1. Motion by Alex Fong/Seconded by Donna Howland
		2. Minutes #34:
			1. Motion by Alex Fong/Seconded by Torbjorn Skauli
6. IEEE Patent & Copyright Policies
	1. Call for Patents
	2. Copyright Policy
7. Comments on Latest Drafts (TS to lead)
	1. Characterization
	2. Testing
	3. Metadata
8. Testing Groups – plan for them to present at next meeting (July)
	1. Radiometer (Emmett)
	2. Spatial (David C)
	3. Spectral (David P)
	4. Stray Light (Chris D)
9. Open Discussion
	1. Merge documents to one master draft.
		1. Link to current Google Doc Standard: <https://docs.google.com/document/d/1S8ktuPBAJBhW5_uAJ0MyMInFyzIR3j2USIqPWWwp_60/edit#heading=h.v4c5g1jfzsrd>
			1. Requested that document be sent for those that cannot access
				1. Send requests to Chris Durell and he will disseminate
				2. (5) copies sent to members that asked during the meeting.
	2. Other points for review
		1. Comment that the discussion on email versus static and active scanning was very productive and came to a good resolution. Activity like this is very ehlpful and encouraged.
	3. **Next meeting (w/b week of 29th August 2022), then monthly**
10. Outreach
	1. EMVA Report (Chris D)
		1. Presented for 30m
		2. A\* Quantity may be a metric they want to puruse
		3. Round robin testing on irradiance standard detectors and monochromatic cameras
		4. Contact Chris D for more information.
	2. IGARSS – Chris will attend and be present for the paper
	3. EARSeL – Poster being prepared by Chris. Trond Loke to attend the conference
	4. WHISPERS – Deferred on paper and attendance
	5. Emmett Ientilucci commented that there is another possible journal article that has been solicited. Suggestion was that we could combine the (5) SPIE papers into one article.
		1. Under consideration, but time is very limited for all parties. Deferred decision.
11. AOB / Unfinished Business
	1. Andrei commented that the discussion on pixel count was not fully resolved and more discussion was needed to differentiate the difference between the method proposed during the C1 (active pixels) and the method proposed for “effective pixels”.
		1. Leadership agreed this would be a good topic for Friday 6/10 discussion
		2. Asked Andrei Fridman to pull together a quantitative comparison example of the reporting via both methods for group consideration.
	2. Discussion on Friday 6/10 about continuing the Optical Characterization Group vs. Changing to leadership meeting.
	3. Meeting link for 6/10 meeting for those that would like to attend:
		1. <https://labsphere.zoom.us/j/87847462047?pwd=Z3JjUEs0aXhPMDB5bGNRbVQrZFNSZz09>
12. Adjourn General Meeting
	1. Motion by Ian Lau/Seconded by Andrei Fridman
13. Meeting closed.

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