**IEEE P4001 Working Group**

**Meeting #38 Minutes V00 –** Tuesday, 1 November 2022 from 1000-1130 EST (US)

**Virtual Zoom Meeting**

<https://labsphere.zoom.us/j/82767064338?pwd=Z21ZZkZzT0Fad3ZpZ0pSdC9UV1NaZz09>

1. Call to Order
	1. Introduction and Affiliation Declarations
		1. Roll call of Individuals
	2. Establishment of Quorum – (30) attendees, Quorum achieved.
	3. Policing of membership (CD)
		1. Members Status Review - 36 voting members
			1. Reminder that membership is closing as of December.
2. Approval of Agenda
	1. Agenda Review for Meeting #38 – Motion to approve by Ian Lau, Seconded by Melina Zempila
	2. Approval of minutes for meeting #37 – Motion to approve by Alex Fong, Seconded by Melina Zempila.
3. IEEE Patent & Copyright Policies
	1. Call for Patents
	2. Copyright Policy

1. Moving towards the Standards Document
	1. Patent identified of interest to Spatial Spectral HSI Characterisation
		1. <https://patents.google.com/patent/US7554667B1/en>
	2. Review of the current state of the standard document by Torbjorn
		1. Document is here: [https://docs.google.com/document/d/1S8ktuPBAJBhW5\_uAJ0MyMInFyzIR3j2USIqPWWwp\_60/edit#](https://docs.google.com/document/d/1S8ktuPBAJBhW5_uAJ0MyMInFyzIR3j2USIqPWWwp_60/edit)
		2. Terms that are being resolved: General discussion on threshold values and how to handle this in the standard based on instrument tests. Good point for discussion and members are encouraged to review and comment.
		3. Decisions needed: Typical values or Verified performance. How to handle this. Performance and liability concerns for manufacturers. Consensus that these values should be well defined and that they are threshold values and that the standard should allow for more rigorous values (uncertainty, repeatability) in the future.
2. Testing Groups. – Re-start
	1. Meetings will restart on Fridays. Continuing Friday 11/6 0930-1100 EDT
		1. <https://labsphere.zoom.us/j/87074451721?pwd=a0ZkMS80VmpCTzBwZG1haDRqTXJvUT09>
			1. Email Chris Durell if you would like to join this meeting.
		2. David Perry has added his document, David Conran has added his and Emmett is working on his.
		3. Unfinished points – Discussion and revised the list (will send out the revised slides).
			1. Help is encouraged as the document is really coming together, but “other eyeballs” and comments are encouraged.
		4. Stray light working document: Members are encouraged to review
			1. <https://docs.google.com/document/d/14maBwSN5bV6i1TujL0AuddxQLQWT-0L5uf-UCAaRVfY/edit>
			2. Please provide comments and use the comment tool if changes are desired.
		5.
3. Outreach
	* 1. Hannu presented at the EMVA Conference in Cork, Ireland.
		2. John also talked with Dr. Bernd Jahne from EMVA at Vision in Stuttgart.
		3. New presentations
			1. SPIE Photonex Birmingham, UK Dec 2022
			2. SPIE Photonics West 2023
				1. Planned IEEE P4001 Workshop on Friday, Feb 3, 2023
				2. Full day workshop is requested (0900-1700)
				3. Chris to submit a budget to Siri Jodha for this meeting.
			3. Submission of the draft should take place after Photonics West. Review by IEEE can take up to 30 days before it is ready for balloting.
			4. SPIE DCS could also be another meeting for resolving comments after balloting.
				1. Deadline for abstracts has passed, but Miguel Velez-Reyes is still accepting abstracts

Contact Miguel if you have an abstract for submission.

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1. AOB / Unfinished Business
	1. Next Meeting is **Tuesday, December 7, 2022.**
		1. Action: Chris to put out the call for the meeting.
	2. Presentation by Andrei Fridman on iFOV definition.
		1. Presentation PDF will be included in the distribution.
2. Adjourn General Meeting
	1. Motion by Miguel Velez Reyes, Seconded by Donna Howland.
3. Meeting closed.

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