**IEEE P4001 Working Group – Meeting MInutes**

**Meeting #41 Agenda** Thursday 1 June 2023, 15:00 (UK) / 10:00 (US-EDT)

**Virtual Zoom Meeting – Link to be sent before meeting to registered members only**

1. Call to Order
	1. Introduction and Affiliation Declarations
		1. Roll call of Individuals
		2. 39 Member Attendees, out of 46 total members
		3. Register of attendance recorded.
	2. Establishment of Quorum – Report on Membership
		1. Quorum achieved
2. Approval of Agenda
	1. Agenda Review for Meeting #41 – motion to approve by Chris D. and seconded by Andrei F.
3. IEEE Patent & Copyright Policies
	1. Call for Patents
	2. Copyright Policy
4. Proposal 1: Change to the Title of the Standard
	1. John G. presented the question to change the PAR and Title of our standard
	2. Comment to add “pushbroom” to Title
		1. Consensus that this is redundant due to PAR description and will not be included.
	3. Comment to include spectral range of “250-2500nm” in title
		1. Again, consensus that that this is redundant due to the PAR description and will not be included.
	4. Comment to add “method” to Title
		1. Consensus that this is redundant due to PAR description and will not be included.
	5. Comment to add “instrument” or “imager” to Title
		1. Consensus that this is redundant due to PAR description and will not be included.
	6. **Formal Roll Call vote conducted:**
		1. **38 FOR (one attendee came late and was not recorded in this vote)**
		2. **0 AGAINST**
		3. **0 ABSTAIN**
		4. Motion carries unanimously and PAR Title change will be submitted to IEEE
5. Proposal 2: Approval of Draft Document to integrate to IEEE-SA template and submit to IEEE-SA
	1. John G. and Torbjorn S. presented the question and the standard to be discussed
	2. Primary discussion around if changes will be allowed
		1. Decided that the group can make active changes and comment up until June 30 (30 days).
		2. After that time, we have to lock down a version for submission to IEEE for formatting.
		3. Chris D. reminded everyone that we had been asking for review since December 2022 (meeting #40) and this is the culmination of those efforts, but a deadline has to be drawn.
		4. Formal public review is the next step for the standard and then there will be many months for public comment and changes in that formal step. So, we are by no means done on June 30, but we have to lock in a version for purposes of submission to IEEE.
		5. Barbara E., Andrei F., Ray S., Oliver W. and Dave A. all commented (to more or less the same point) that this was OK as long as comments were allowed.
		6. The vote to be called is on this acknowledgement of the above comments am John G. reworded the proposal question to suit the above comments.
		7. Formal tracking is also required once the version is submitted.
		8. The group has been informally tracking and responding to all comments (over 1000 so far).
		9. Some additional discussion over Section 5.38 and actions taken by Torbjorn S.
	3. **Formal Roll Call vote conducted:**
		1. **37 FOR (one attendee came late and was not recorded in this vote)**
		2. **0 AGAINST**
		3. **1 ABSTAIN**
		4. **(3) Comments recorded in vote**
		5. Motion carries and Standard Document will be submitted to IEEE after June 30 allowing time for group comments and changes.
6. Outreach
	1. P4001 Micro-Workshop at Photonics West in February.
	2. P4001 Presentation at SPIE Defense and Commercial Sensing in May by Torbjorn
	3. P4001 Presentation at JACIE in May by Chris
	4. P4001 Presentation made at ARD23 in May by Chris
7. AOB / Unfinished Business
	1. None
8. Adjourn General Meeting
	1. Motion by Alex F. and seconded by Chris D.
9. Meeting closed.

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