**IEEE Signal Processing Society**

**P3339 Synthetic Aperture Radiometry Working Group**

Meeting Minutes, March 30, 2023, at 11:00 AM ET via teleconference

Recorded by Aly Artusio-Glimpse, NIST

1. Called to order 11:05 a.m. ET
2. Introduction & Affiliation made
   1. [Quorum established](https://ieee-sa.imeetcentral.com/p/aQAAAAAFCVtl)
3. Motion #1: Approval of [agenda for meeting #2](https://ieee-sa.imeetcentral.com/p/aQAAAAAFB6Z_)
   1. Mover: Peter Vouras, US DOD
   2. Seconder: James Gilb, GA-ASI
   3. Discussion: reminder to call for patents (should be added explicitly to the agenda)
      1. Chair asked for relevant patents – none brought to attention
   4. Result: unanimously approved
4. Motion #2: Approval of [minutes of the kick-off meeting](https://ieee-sa.imeetcentral.com/p/aQAAAAAFB1wj)
   1. Mover: Peter Vouras, US DOD
   2. Seconder: James Gilb, GA-ASI
   3. Discussion: Corina Nafornita noted that her affiliation abbreviation is “UPT” not “PUT” as recorded in the kick-off meeting minutes. Additional discussion on the constraints and requirements to who can contribute to this standard and under what circumstances the Chair may contribute on technical topics.
   4. Result: unanimously approved
5. Discussion Topics Appointment of secretary for the working group
   1. Ramesh Annavajjala, UMass Boston, agreed to take on officer role of Secretary of P3339 going forward
   2. Sub-committee Assignments
      1. Status of 3-person committee (James Gilb, GA-ASI)
      2. Participants are reminded to reach out to James if they are interested in joining this sub-committee developing the operations manual
   3. Corrections to statement from kick-off meeting (Brian Sequeira, JHAPL)
      1. Working group members are **not** required to be members of IEEE SA (only officers are required)
   4. Solicitation of member contributions on calibration (Brian Sequeira, JHAPL)
6. New Business
   1. Question regarding recording future WG meetings. Will need to review the policies.
7. Future Meetings
   1. April 27
8. Adjourned at 11:56 a.m. ET