

G: Guest

Item no.	Notes	Action by
CALL TO ORDER	Call to order at 13:14PM CST by Eric Thibodeau	
INTRODUCTIONS AND QUORUM	4 members and 11 guests were present. Quorum was established (4 out of 6).	
GUIDELINES FOR IEEE-SA MEETINGS	A slide with the guidelines for IEEE-SA meetings was presented, no claims for patents were brought forward. Copyright slides were shown	
AGENDA APPROVAL	Motion to approve the agenda by Anthony Johnson, Ron Farquharson seconded. Agenda is approved without objection.	
APPROVAL OF PREVIOUS MINUTES	Minor correction to the date and time of the meeting as noted. Motion to approve the January 2021 meeting minutes by Ron Farquharson, Anthony Johnson seconded. Minutes are approved without objection.	
CHAIR REPORT	Agreement between the DNP-UG and the IEEE on the Application Note copyright is in place since last week. Ron F. presented a summary of the amendments made to the sharing agreement between the DNP-UG and the IEEE. The amendment aims to include the work of this working group in the sharing agreement, along with the DNP-UG Authorization Management Protocol and DNP3. It also introduces the notions of "Work" and "Derivative Work". The work of this working group will be a "Work" under this agreement, so the work product will belong to the IEEE and be shared by the IEEE with the DNP-UG, and the contents, the Application Note, will continue to belong to the DNP-UG and be shared with the IEEE. As an example, IEEE 1815.1 is a Derivative Work under this agreement. The amendment also clarifies some of the IP ownership and protection, and expands and clarifies how the DNP-UG can distribute these documents to its members.	
CHAIR REPORT (continued)	iMeetCentral will be used for collaboration. Eric will set it up shortly. We also need more members to do the actual work, so guests and members are invited to	Eric

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<p>WRITING ASSIGNMENTS</p>	<p>- An action item is open and needs a volunteer: the IEC 61850-7-420 standard has changed and is currently in CDV stage. A volunteer was found outside of the attendees. Ronald L-C will reach out to the volunteer to follow up</p> <p>- Eric showed the current outline of the Application Note and asked for volunteers to review the current text of each section: the Application Note is already a bit dated and may need updates or clarifications. IEC 61850-7-420 and IEEE 1815.1 may be good inputs for such a review, as may IEEE 1547 and the latest work on IEEE 1815. Eric will obtain a copy of the latest draft of IEC 61850-7-420 to share with the group. Erin noted that IEC typically does not share their drafts, though.</p> <ul style="list-style-type: none"> - Ron F. volunteered to review the Introduction - Eric volunteered for chapter 2, up to 2.2.5, incl. - Ronald L-C volunteered for sections 2.3, 2.4 and 2.5. - Andrew volunteered for 2.2.6 through 2.2.10, incl. - Anthony volunteered for 2.6 and 2.7. - Mike volunteered for 2.8 and 2.9. <p>Eric will reach out to other members.</p> <p>- Erin will ask the IEEE whether the editorial staff can move the AN to the IEEE template.</p> <p>- Eric will circulate a comment sheet</p>	<p>Ronald L-C Ron F. Erin Eric Andrew Anthony Mike</p>
<p>MISCELANEOUS</p>	<p>N/A</p>	
<p>TIME OF FINAL ADJOURNMENT</p>	<p>Adjournment moved by Eric Thibodeau, seconded by Ron Farquharson, Meeting adjourned at 15:05 CST without objection.</p>	
<p>NEXT FACE TO FACE MEETINGS</p>	<p>Scheduled for September 2021, but another meeting may need to be scheduled through iMeetCentral.</p>	
<p>FUTURE MEETING ROOM REQUIREMENTS</p>	<p>25 people, with projector and WebEx</p>	