

Item no.	Notes	Action by
CALL TO ORDER	Call to order at 13:15 CST by Eric Thibodeau	
INTRODUCTIONS AND QUORUM	5 members, 2 corresponding member and 9 guests were present. Quorum was established 5 out of 7).	
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 James Formea, Mike Dood seconded. Agenda is approved without objection.	
APPROVAL OF PREVIOUS MINUTES	Motion to approve the May 2021 meeting minutes by Ben Ealey, James Formea seconded. Minutes are approved without objection.	
CHAIR REPORT	<p>The DNP Application Note was uploaded to iMeetCentral. Part assignments are listed on the website as well. New volunteers have been identified since the last meeting and have been added as well.</p> <p>Eric invited volunteers to upload their comments for their assigned sections and requested the reviews be done as soon as possible.</p> <p>Eric has reached out to the IEEE editorial team to put the text on a standard template but received no confirmation yet. This will not block our work for now. The alternative would be a volunteer to do it. We'll wait for the IEEE for now, but Chaitali Naik volunteered to do it if the IEEE doesn't. Eric will coordinate with IEEE and reach out to Chaitali if needed (action: Eric).</p> <p>Eric demoed iMeetCentral and showed where the DNP Application Note document can be found. Working group members were reminded to not share this document with others and use it only for the purposes of this working group: the document belongs to the DNP Users Group and we do not have the right to distribute it.</p> <p>Eric also showed where to find the comment sheet template. Volunteers should use this Excel sheet rather than the Application Note document itself to make it easier to consolidate comments. Eric also showed where to upload the comment files (in the "AN review" folder). Alternatively, comment sheets can be sent directly to him.</p> <p>There were no questions.</p>	Eric

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STATUS OF WRITING ASSIGNMENTS	<p>Eric noted that the return rate for assignments “tends toward zero” and opened the floor for suggestions on how to improve this.</p> <p>Ronald asked by when the review assignments are needed. Eric noted that the target date for publication is December 2023, which puts the target for a final draft at December 2022 and the target for the first round of comments for the DNP Application Note by December 2021.</p> <p>Ronald asked when the next meeting is planned. Eric replied that the currently scheduled date is January 2022, but we can meet in the meantime.</p> <p>Ronald suggested we meet early November to follow-up on reviews and remind regularly afterwards.</p> <p>Eric suggested we set a deadline for reviewing by October 22, 2021. We could then meet in the week of November 1, 2021, and remind volunteers regularly if they don’t meet the deadline.</p> <p>Eric will set the due dates on the tasks in iMeetCentral to October 22 and will send out a Doodle poll for early November in early October (action: Eric).</p> <p>No-one objected to this approach.</p>	Eric
NEW BUSINESS	N/A	
TIME OF FINAL ADJOURNMENT	Adjournment moved by Mike Dood seconded by Ronald Landheer-Cieslak, Meeting adjourned at 13:50 CST without objection.	
NEXT FACE TO FACE MEETINGS	Scheduled for January 2022, but another teleconference meeting will be scheduled through iMeetCentral.	
FUTURE MEETING ROOM REQUIREMENTS	25 people, with projector and WebEx	