

IEEE P1241 Working Group  
Meeting Minutes  
25 January 2022 12 PM EDT  
WG Chair: Nicholas G Paulter  
WG Secretary: Luca De Vito

1. Call to Order:

The Chairman Nicholas G. Paulter recalls the aim of the current meeting which is mainly devoted to the revision of the P1241 draft.

2. Introductions and roll call

*Meeting participants:*

1. *Nichlas G. Paulter, NIST, USA, Chair,*
2. *Luca De Vito, University of Sannio, Italy, Secretary*
3. *Gregory Kyriazis, INMETRO, Brazil*
4. *Jerome Blair, retired, USA*
5. *Allan Belcher, Signal Conversion, UK*
6. *Charles Czerny, Air Force Research Laboratory, USA*
7. *Paolo Carbone, University of Perugia, Italy*
8. *Pasquale Daponte, University of Sannio*
9. *Sergio Rapuano, University of Sannio*
10. *Alessandro Mingotti, University of Bologna*
11. *Razvan Ciocan, Draper laboratories, USA*

3. Approval of agenda

- a. Jerry made the motion to approve the agenda sent by e-mail, which was seconded by Paolo. The agenda was approved.

4. Approval of previous meeting minutes

- a. Charles made the motion to approve the previous meeting minutes sent by e-mail, which was seconded by Gregory. The minutes were approved.

5. IEEE Patent & Copyright Policies

- a. Chair made a call for potentially essential patents; no one raised concerns for consideration.

6. Review of Draft

- a. General review topics
  - i. None
- b. The WG began reviewing the standard and made revisions as necessary. See latest draft of revised standard for more details.

7. Tasks for next meeting
  - a. Jerry Blair
    - i. Review new references in Clause 14.3.3 and update references
    - ii. Review Clause 13.4.1 for internal consistency and correct two figures (30 and 31)
    - iii. Correct reference to eq (98), in Clause 14.6.1.3, which currently displays a reference to eq (101).
  - b. Nick Paulter:
    - i. Synchronize drafts
    - ii. Update draft standard based on attendee inputs and circulate to members
      1. Fix formula 97
      2. Check for use consistent use of “sine-wave” as adjective and “sine wave” as noun.
      3. Check for correct use of DFT and FFT
      4. Correct subclause headings with “Test Method” but no other information
      5. Correct Table 1
  - c. Charles, Razvan, Yossi, and Nick
    - i. Review symbols and abbreviations
8. Member inputs
  - a. None scheduled
9. Adjourn
  - a. WG Chair adjourned the meeting at 3 PM.
  - b. Minutes submitted by: Luca De Vito