

**P260.1 Working Group  
Minutes of June 4, 2021 from 10 AM to 12 PM PDT  
Web Teleconference Meeting**

**1. Call to Order**

Call to order at 10:06 AM (PDT).

<b>Last, First Name</b>	<b>Affiliation</b>	<b>Present<sup>1</sup></b>	<b>Request Membership<sup>1</sup></b>
Curey, Randy (Chair)	Northrop Grumman	Yes	Yes
Balma, Peter	Retired, Self	Yes	Yes
Edwards, Doug (Secretary)	Siemens	Yes	Yes
Ressel, Howard	Retired, Self	Yes	Yes
Webb, John	ABB	Yes	Yes
Flowers, Keith	Siemens	Yes	Yes
Sullivan, Paul	Dupont	Yes	Yes
<sup>1</sup> First meeting so all attendees are eligible to be voting members			

**2. Determination of Quorum**

- First meeting so all attendees are eligible to be voting members
- Number of persons expressing interested (as noted in table above) = 7
- Quorum met

**3. Approval of Agenda**

No objections. Approved by consent.

**4. Approval of Previous Meeting Minutes**

Initial/first meeting so no previous minutes to approve.

**5. Call for Patents / Copyright**

- Patent Slides reminder discussed.
- Copyright Slides discussed.
- No Patent or Copyright issues reported.

**6. Chair's Remarks**

- Thanks for participation.
- Nothing specific for kick-off meeting.

**7. Start looking at provided P260.1 draft and comments from reviewers**

- a. Draft D01 presented, shared via email to those that did not have. D01 was retyped to get starting document for use.
- b. Introduction: Some of the existing Introduction section. Saving this for later discussions.  
Peter B to take stab at revising Introduction.
- c. Will consider Table of Tables.
- d. 1.1 Scope:
  - Consider changing order of sentences for clarity.
  - For now, no PAR change is planned as there is no expansion of the Scope.

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- Delete last sentence as it redundant with existing sentences in the Scope.
  
- e. 1.2 Purpose
  - Sentences will be moved to Introduction.
  - Future, reference Purpose from 280 to have similar wording for the SCC14 related documents – Peter B.
  
- f. 3.1 Definitions
  - Definitions from 280 brought over for consistency.
  - Only definitions that were found to be used in this document.
  
- g. 3.2 Acronyms & Abbreviations
  - Added ASTM, BIPM, NIST
  - Corrected use of parathesis
  
- h. Variation of Spelling
  - Suggest moving section of sentence from 4.5 concerning alternative spelling to new 3.3.
  - Decision: For now, leave in the Section 4.1.
  - Did consider rewording to, "XXXXXXXXXXXXXXXXXXXXX"
  
- i. 4.1 Letter symbols
  - Wording modified to match/duplicate wording from 280.
  - Action Item: Coordinate with IEEE Editors to coordinate editorial changes such that 280 and 260.1 are the same. Targets are:
    - Unit symbols are not abbreviations and shall not be...
    - Change from "worldwide" to "internationally"
    - Strike "indeed"
  - Will have sentence, "A unit symbol many include ..." which is not in 280 with correction of the pronoun.
  - Change will not match 280 (without re-ballot – no planes to change P280.)
  
- j. 4.2 Alphabets and typography
  - Good as presented.
  - 1<sup>st</sup> paragraph, last two sentences are deleted stating with "In situations..."
  - Peter B: Typograph text to considered/added to the Introduction.
  - Change will not match 280 (without re-ballot – no planes to change P280.)
  - 2<sup>nd</sup> paragraph, suggested changes accepted.
  - Various list and bullets, resorting accepted to match 280.
  - Corrected subscript for input current and output current.
  - Action Item Editorial: Per IEEE-SA Style Manual (2014), correct to use comma (not colon) after "for example".
  - Action Item: Last sentence – Correct links to Bibliography references.

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- k. 4.3 Remarks concerning quantity symbols
  - P280 Action Item: Request with IEEE Editors to use "a, b, c" bullets per IEEE-SA Style Guide.
  - Request for new bullet "d) A footnote or other descriptive explanation in the document."
  
- l. 4.4 Remarks concerning unit symbols
  - Action Item: Structure and format Table as in 280.
  - Other paragraph changes accepted (matching 280).
  - Action Item: Consider removing J/mol from table format.
  
- m. Target addition of Continuous Numbering.
  
- n. Stopped at end of Clause 4.4.

**8. Next Meeting**

Next meeting will be scheduled via a Doodle Poll.

**9. Adjournment**

Meeting adjourned at 12:03 PM (PDT).

Reported by,  
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