

**P260.1 Working Group
Minutes of July 7, 2021 from 10 AM to 12 PM PDT
Web Teleconference Meeting**

1. Call to Order

Call to order at 10:01 AM (PDT).

Last, First Name	Affiliation	Present
Curey, Randy (Chair)	Northrop Grumman	Yes
Balma, Peter	Retired, Self	No
Edwards, Doug (Secretary)	Siemens	No
Ressel, Howard	Retired, Self	Yes
Webb, John	ABB	Yes
Flowers, Keith	Siemens	Yes
Sullivan, Paul	Dupont	Yes

2. Determination of Quorum

- Number of persons expressing interested (as noted in table above) = 71%
- Quorum met

3. Approval of Agenda

No objections. Approved by consent.

4. Approval of Meeting Minutes

No objections. Approved by consent.

5. Call for Patents / Copyright

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

6. Chair's Remarks

- Draft 4 ready to go all changes made to date in draft 4

7. Continue revisions of P260.1 draft and comments from reviewers

- a. The following areas are still being worked on and need to be revisited
 - Introduction -Peter B.
 - Determine if we need a table of tables
 - Develop a purpose and normative references
- b. There was discussion on the list of abbreviations, the editors say that many of them should go away (the names of organizations), this is supposedly based on the recommendations in the style guide. There is disagreement within the committee as most of us felt these were worthwhile. Keith F. agreed to research this in the style guide.
- c. Reviewed other minor changes that need to be made, mostly editorial. Changes previous agreed to were accepted into the document.

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d. Specific decisions (remainder of the meeting)

- Section 4.5

There are no objections to proposed changes to Table 1 including revisions to the column headings and order of the columns.

Discussion on line 450 about using *Therefore* or *Example*, decided to keep the text as shown as *Therefore*.

It was noted some of the formatting of information (hyphenated examples etc.) are not consistent regarding spacing and indentation. These are presented in table format with no gride lines. The document will be reviewed for consistency by Randy C. and adjustments made.

- Section 5 Unit Symbols Table 3

Brief discussion on opening paragraph. Howard R. submitted some additional potential text which was pasted into the document as a place holder. It was agreed to revisit the intro paragraph to this section after we finish reviewing the table itself. This includes a review of the table title.

Deleted all references to binary prefixes in Table 3 since they are found in P1541.

There were several instances where 'm' had been deleted from certain units. For example, 'rem' is showing as 're'. These were corrected.

After some discussion it was decided to delete references in the Notes to units being deprecated as it was agreed that the Standard should be neutral in the usage of said units. However, it was agreed to add equivalents in the notes i.e., Stoke st=0.0001 m²/s.

The remaining time was spent reviewing and removing, as appropriate, multiples with SI prefixes. Several specific issues were discussed during this process including:

- *degree Kelvin* was deleted but we will add a note that says that the ° symbol is not used with *Kelvin*. *Kelvin* however will remain in the table as currently shown.
- There was some discusion about deleting the *Gev* this will be reviewed.

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- There were some other units that we assumed had typos and were fixed i.e., ub/s should be in./s.
- Although it uses a SI prefix, we agreed to keep the Kg as it is a SI base unit.
- Agreed to keep kilometers per hour (km/h) and meters per second (m/s) but not less common versions such as meters per hour (m/h) or kilometers per second (km/s).
- There was some discussion about SI prefixes being used with non-SI units (i.e., kilopound-force) but a reference note was found that explains these exceptions and was agreed to retain.
- There was discussion concerning kilopound-force as it is commonly referred to in structural and mechanical engineering as a kip. It needs to be determined if we add kip to the table or work it into the section on kilopound-force.

e. Stopped at a review of multiples using SI prefixes at kilopound-force.

8. Next Meeting

Next meeting – August 13, 2021, 10:00 AM – 12:00 PM (PDT).

9. Adjournment

Meeting adjourned at 12: 06 PM (PDT).

Reported by,
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