

**P260.1 Working Group
Minutes of August 13, 2021 from 10 AM to 12 PM PDT
Web Teleconference Meeting**

1. Call to Order

Call to order at 10:03 AM (PDT).

Last, First Name	Affiliation	Present
Curey, Randy (Chair)	Northrop Grumman	Yes
Balma, Peter	Retired, Self	Yes
Edwards, Doug (Secretary)	Siemens	Yes (10 minutes late)
Ressel, Howard	Retired, Self	Yes
Webb, John	ABB	Yes
Flowers, Keith	Siemens	No
Sullivan, Paul	Dupont	No

2. Determination of Quorum

- Number of persons expressing interested (as noted in table above)
- 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

- None

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

- a. Proposed Purpose text added.
- b. Decisions
 - Delete entries of prefix and symbol, e.g. Mb.
 - Keep entries for SI Unit, e.g. kg.
 - Keep entries that have special usages, e.g. km/h
 - Keep entries that have SI prefix with non-SI unit, e.g. μin
- c. octet – Pending further research before removing. Considering dropped on basis that the symbol "o" is not found to be used.
- d. Table 3 title changed to "SI and other common units"
 - Simplified wording
 - Some "common" non-SI units kept in Table.

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8. Next Meeting

Next meeting – Pending Doodle Poll.

9. Adjournment

Meeting adjourned at 12:02 PM (PDT).

Reported by,
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Secretary, P260.1 WG
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