

**P260.1 Working Group  
Minutes of November 8, 2021 from 10 AM to 12 PM PST  
Web Teleconference Meeting**

**1. Call to Order**

Call to order at 10:07 AM (PST).

<b>Last, First Name</b>	<b>Affiliation</b>	<b>Present</b>
Curey, Randy (Chair)	Northrop Grumman	Yes
Balma, Peter	Retired, Self	Yes
Edwards, Doug (Secretary)	Siemens	No
Ressel, Howard	Retired, Self	No
Webb, John	ABB	Yes
Flowers, Keith	Siemens	Yes (joined at 11:33 AM)
Sullivan, Paul	DuPont	Yes (left at 10:56 AM)

**2. Determination of Quorum**

Quorum met

**3. Approval of Agenda**

No objections. Approved by consent.

**4. Approval of Meeting Minutes**

Correction of DuPont. The P should be capitalized.

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.** All of the following changes can be found in Draft 10 of the standard.

- a. Action for the chair to contact Michael Kipness about old P260.1 drafts required to put together an introduction.
- b. Action for the chair to send the P260.1 drafts that he has to Peter.
- c. Decided that a Table of Tables is not needed.
- d. P260.3 will be added to the Bibliography instead of the Normative References as it is only in a footnote, which is not normative.
- e. Accepted the conversion for BTU<sub>th</sub> to J.
- f. Added 1.163 mW·h as the definition of calorie (International Table).

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- g. Accepted the conversion for circular mil to in<sup>2</sup>.
- h. Increased the precision of the conversion for gallon (United States) to L.
- i. Increased the precision of the conversion for ounce to g.
- j. Added the definition of the slinch.
- k. Reformatted the three pints following clause 4.6.
- l. Lost quorum at 10:56 when Paul left the meeting.
- m. Reformatted the three quarts similar to pint.
- n. Regained quorum at 11:33 when Keith joined the meeting.
- o. Updated Title, Abstract, Keywords, Scope and Purpose.

**8. Next Meeting**

Next meeting – Friday November 19, 2021, 10 AM to 12 PM (PST).

**9. Adjournment**

Meeting adjourned at 12:02 PM (PST).

Reported by,  
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