

**P260.3 Working Group
Minutes of March 23, 2023 from 10 AM to 12 PM PDT
Web Teleconference Meeting**

1. Call to Order

Call to order at 10:04 AM (PDT).

2. Role Call of Attendees

Last, First Name	Affiliation	Member Status Voting (VM) Non-Voting (NVM)	Present
Curey, Randy (Chair)	Northrop Grumman	VM	Yes
Balma, Peter	Retired, Self	VM	Yes
Brown, Richard	NPL	VM	Yes
Edwards, Doug (Secretary)	Siemens	VM	Yes
Flowers, Keith	Siemens	VM	Yes
Shirley, Eric	NIST	VM	Yes
Webb, John	ABB	VM	Yes – Left at ~11 AM (PDT)

3. Determination of Quorum

Quorum was met and maintained through meeting.

4. Approval of Agenda

No objections. Approved by acclamation.

5. Approval of Meeting Minutes

[P260.3 WG Minutes \(2023-03-09.R2\)](#)

With two corrections – name Shirley was Shirler.

Time Zone references corrected.

Approved by acclamation.

6. Call for Patents / Copyright

- IEEE-SA Patent policy reviewed.
- IEEE-SA Copyright policy reviewed.
- No Patent or Copyright issues reported.

7. Participant behavior

- IEEE-SA Participant behavior policy reviewed.

8. Chair's Remarks

- None other than felt we had a good kick-off meeting.

9. Draft review

Review of Draft D00.

- a. 5. *Alphabets and typography* – Page 5

Cp heat capacity at constant pressure p

Decision: Table for now – for further research and future consideration.

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- b. Page 5: **H** magnetic field. Coordination with forematter from 260.1. Agree to add.
- c. Page 5: **grad f** gradient of the scalar, **f**. Why bold as in the original? Agree should not be bold as scalars are not bolded.
- d. Page 5: **F_i** What is the *i*th element. The term "element" was questioned. Is there another more appropriate term, e.g. "component". Decision, changed to term "item."
- e. Page 5: div **F**. Remove bold of "div".
- f. Request for access to other QUSCom documents for IEEE Std 260.1 and IEEE Std 280 for WG members. QUSCom Chair to request of IEEE PM.
- g. Backward symbol "⤴" - review is no change for now.
- h. Section 9: Reference documents
Future – Consider change of section title with goal to reflect discussions of the section without creating confusion with References or Bibliography sections.

Step 1: Moved documents noted in the notes to the Bibliography
 - Reference 1 becomes [B7]
 - Reference 2 becomes [B2]
 - Reference 3 becomes [B3].
Cleaned up cross-references and locations that reference clause 9.1 which is now deleted.

Titles are added into the text.
- i. Page 7 – "ctn". **Stopping point.**
As "ctn" is not typically used for cotangent, will consider changing throughout the document.
- j. For now – will work with pdf files.

10. Next Meeting – Doodle Poll

Doodle Poll will be provided.

Target times are:

- 10 am to 12 pm Pacific Daylight-Saving Time
- 1 pm to 3 pm Eastern Daylight-Saving Time
- 6 pm to 8 pm, London Daylight-Savings Time

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11. Adjournment

Meeting adjourned at 12:05 PM (PDT).

Reported by,
Doug Edwards, Siemens
Secretary