

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

1. Call to Order

Call to order at 10:12 a.m. (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 (joined 11:25 a.m.)
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	No
Sullivan, Paul	Dupont	NVM	Yes (departed 2:09 p.m.)

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 \(2023-04-04.R1\)](#)

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

9. Draft review

Review of Draft D03, creating D04.

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- a. Page 8: Variables are revised to be italics including the Greek letters. The examples were reviewed with few updates made.
Main line of text, superscripts, and subscripts follow the same rules.
 - Variables are in italics.
 - Constants are not italics.
- b. Page 8: Footnote 14 – Deleted.
- c. Page 8: Line 12
"six-degree-of-freedom"
 - Singular vs Plural – Singular as a unit.
 - Dash or not – Yes, with dash as a noun phrase.
 - Spell-out number or digit: Spell-out.
Thus, "six-degree of freedom". That is – no change was made.
- d. 11.1.2 & 11.1.3
Revised to use infinity symbol.
- e. 11.1.11
Text explaining the and decimal point or "radical point" is slightly reworded.

The note concerning spaces is left with the extra numbers after the decimal deleted to better fit the table.
- f. 11.2.4, minus/positive \mp
Rewrote with improved examples for clarity.
- g. 11.2.2, \pm
Examples equation are added similar to the 11.2.4 and \mp revisions.

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

11. Adjournment

Meeting adjourned at 12:00 PM (PDT).

Reported by,
Doug Edwards, Siemens
Secretary (1st half of meeting)