

**P260.3 Working Group  
Minutes of September 13, 2023 from 10 AM to 12 PM PDT  
Web Teleconference Meeting**

**1. Call to Order**

Call to order at 10:02 a.m. (PDT).

**2. Role Call of Attendees**

<b>Last, First Name</b>	<b>Affiliation</b>	<b>Member Status Voting (VM) Non-Voting (NVM)</b>	<b>Present</b>
Curey, Randy (Chair)	Northrop Grumman	VM	Yes
Balma, Peter	Retired, Self	VM	No
Brown, Richard	NPL	VM	Yes
Edwards, Doug (Secretary)	Siemens	VM	Yes
Flowers, Keith	Siemens	VM	No
Shirley, Eric	NIST	VM	Yes
Webb, John	ABB	VM	No
Sullivan, Paul	DuPont	NVM	No

**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 \(2023-08-01.R1\)](#)

[P260.3 WG Minutes \(2023-05-12.R1\)](#)

Both sets of minutes were approved by acclamation.

The QUSCom website will be down from late September to late October, 2023.

**6. Call for Patents / Copyright**

- Chair reminded all of the [IEEE-SA Patent policy](#).
- Chair reminded all of the [IEEE-SA Copyright policy](#).
- No Patent or Copyright issues reported.

**7. Participant behavior**

- Chair reminded all of the [IEEE Behavior – Individual Method](#) principles.

**8. Chair’s Remarks**

Glad to be back to work. Had taking a break to complete a different standard.

**9. Draft review**

Review of Draft D05.

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- a. Page 1: 1.3 Word usage
  - As this is standard, should mostly have “shalls” throughout the document.
- b. Page 7: 10 Conventions
  - As Conventions are not requirements, “should” will be used a good deal.
  - Choice of words for Section were reviewed and approved on basis that this section is an observation of what is done, not a statement of requirement.
- c. General: 11.1
  - Which font to use?
  - Have mostly used Callibri font for symbols. However, as some symbols are only available via the font Cambri Math, there is a mix of symbols which use Cambri Math.
  - Did not find guidance from the 2021 IEEE SA Standards Style Manual for a preferred font for symbols.
  - Decision: Use Callibri and Cambri Math as needed with decision of which font to be made, for now, on a case by case evaluation.
- d. General – Abbreviation “cf”, which is the abbreviation of confer/conferatur, meaning “compare”, is change to “see.”
- e. Corrected 11.2.13 equation.  
Added note, “(For a different meaning of this symbol, see 11.4.3.)”
- f. Corrected 11.2.14 (applied in General)
  - Original “NB” which is latin abbreviation for Nota bene which means “note well”.
  - Decision, should typically delete the “NB”.
  - Added note, “(For a different meaning of this symbol, see 11.4.4.)”
- g. Eric Shirley requested copy of latest WORD draft to do off-line review.
- h. 11.2.16 & 11.2.17: The Delta symbol was previously much larger.
  - No option to increase. Keep as is.
- i. 11.2.21 & 11.2.22: Discussion of a single or double lines for the equal portion of the symbol under the great than or less than symbols.
  - Agree to use single line.
  - Agree to not show the double line option as this is not in common practice.
- j. 11.2.23 & 11.2.24: No changes were made after careful review for “much less than” and much greater than” respectively.

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- k. 11.2.25 & 11.2.26: Updated note to read, “also used (preferably in Roman – non-italics) with ...”.  
This agrees with IEEE Std 260.1 (for minute (place angle) and second (place angle) use the non-italic symbol).
- l. 11.2.31: Previous version had the “p” not italicized. This is corrected to change the “p” to italics.
- m. 11.2.33 to 11.2.36: Corrected draft from “postulation” to “postulational” as word is used as an adjective. Also, “postulational” matches previous version.
- n. 11.2.37: No change is made. Clarified that the Ellipse is meaning et cetera. The et cetera is in italics as et cetera is Latin.
- o. 11.11.2.2: Application column, confirmed no change be M(a, b, z) NIST Handbook of Mathematical Symbols ([DLME](#)).
- p. 11.1.4: lg is changed to log  
Discussed items 11.5.2.1.2 to 11.5.2.1.5. Noted that changes are needed but changes were not yet completed.
- q. WORD cross-references were through 11.2.14.
- r. Stopped/completed:
  - Completed review through 11.2.37 which completed review of Table 11.2.
  - Completed review of hyperlinks through 11.2.14.

**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 12:06 PM (PDT).

Reported by,  
Doug Edwards, Siemens  
Secretary