

**P260.3 Working Group  
Minutes of February 24, 2025 from 10 am to 12 pm PDT  
Webex Teleconference Meeting**

**1. Call to Order**

Call to order at 10:02 am (PST).

**2. Roll 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	--
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

**3. Determination of Quorum**

Quorum was met and maintained through meeting.

**4. Approval of Agenda**

No objections. Agenda was approved by acclamation.

**5. Approval of Previous Meeting Minutes**

[P260.3 WG Minutes \(2025-02-11.R2\)](#)

Correction of to Eric Shirley in item 10 b).

Motion: Keith Flowers to Approve as amended.

Second: Eric Shirley

Approved by acclamation, no objections.

**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**

None

**9. Continue review of draft.**

All section/bullet numbers are based on the D13 number.

Per previous minutes, started back at Clause 12 – Greek Characters - Epsilon.

- a) D14: Table 26 – epsilon Variant  
Choose to use Cambria Math font.

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- b) D14: Table 26 – kappa variant  
Removed variant. The symbols were slightly different but differences are barely noticeable.
- c) D14: Table 26 – pi variant  
Delete the  $\varpi$  pomega RE: Avoiding confusing with Omega.
- d) D14: Table 26 – rho variant  
No variant to be provided.
- e) D14: Table 26 – sigma variant  
No variant to be provided.
- f) D14: Table 26 – phi variant  
Variant kept.
- g) D14: Table 26 - chi  
Uppercase is corrected to X – using Symbol font.
- h) D14: Table 26 – Which font to use – Cabri Math or Symbol?  
Choice: Symbol font  
RE: Symbol used in throughout except for epsilon variant.
- i) D14: Reviewed pre-text for each table – plural & single agreement.
- j) D14: Use of “Sign and Symbols” in header title, 1<sup>st</sup> sentences, and “Sign or Symbol” in the Table Column header.  
“sign and” (in leading sentence) and “sign or” deleted for tables without signs. Kept only in Tables 2.
- k) Previous minutes, 10 b).  
D13: Examples in 11.11.4.4.9 and 11.11.4.4.10  
Decision: Symbol for exponential function should NOT be italics.  
Action Item: Eric Shirly to check balance of document.  
Eric reported that there were no other changes needed for this issue in the document.

Tackling open Comments

- l) D14: Line 18.  
Change to, “The signs and symbols in this clause have been categorized ... to facilitate their use, ...”.

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- m) Stopping Point: Comments after Clause 11 lead sentence.  
Start Back Point: Start back at **Comment associated with 11.1.4.**

**10. Next Meeting** – Per poll – 10:00 am – 12 pm **PST**

**11. Adjourned** at 12:00 pm (pst).

Reported by,  
Doug Edwards  
P260.3 Secretary