

1. Welcome and introductions of all participants. The WG meeting was attended by 46 participants (28 members)
2. The WG Chair reviewed IEEE Policy on patents and Other Guidelines for IEEE WG Meetings
3. The minutes of the WG meeting in Orlando were approved by the members of the WG.
4. IEEE Std C37.10 “IEEE Guide for Diagnostics and Failure Investigation of Power Circuit Breakers” has been reaffirmed on May 09, 2008
5. IEEE Std 1325 “IEEE Recommended Practice for Reporting Field Failure Data for Power Circuit Breakers” has been reaffirmed on May 09, 2008
6. The WG decided to combine both documents in this revision and use C37.10 as the number of the new document.
7. Recommendations from members and guests were compiled on draft 0.2a and it was circulated among members and guests.
8. The title was agreed to be:
  - IEEE Guide for Investigation, Analysis and Reporting of Power Circuit Breaker Failures
9. The scope was agreed to be:
  - This guide provides practices and processes to perform, analyze, and report of power circuit breaker failures
10. The purpose was agreed to be:
  - The purpose of this guide is:
    - a) to provide guidelines and promote uniformity in the analysis of power circuit breaker failures;
    - b) to provide guidance for systematic and uniform data collection so that valuable facts are not lost or destroyed;
    - c) to provide a methodology by which the most probable cause of any particular circuit breaker failure may be determined;
    - d) to encourage cooperative efforts by users and manufacturers during failure analysis;
    - e) to provide guidance for reporting failures for power circuit breakers
11. The proposed outline of the document was presented to the WG and several volunteers were assigned to work on it. When more than one person was assigned to a specific part of the document, a group leader was assigned to coordinate their part of the document.

12. It was agreed that the Chair will request approval of Switchgear HVCB to proceed with an application for a PAR.
13. All the parts of the document will be collected on December 10, 2008 and a new draft will be circulated among members of the WG.

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