

1. Welcome and introductions of all participants. The WG meeting was attended by 39 participants; 25 members and 14 guests.
2. The WG Chair reviewed IEEE Policy on patents and Other Guidelines for IEEE WG Meetings
3. The minutes of the WG meeting in Calgary were approved by the members of the WG.
4. The PAR for C37.10 was presented to the participants.
 - PAR approved 2009-03-19
 - PAR valid until 2013-12-31
5. IEEE PC37.10 is titled “IEEE Guide for Investigation, Analysis and Reporting of Power Circuit Breaker Failures”.
6. This revised guide will replace and combine the former:
 - IEEE Std C37.10TM-1 995 (R2002) “IEEE Guide for Diagnostics and Failure Investigation of Power Circuit Breakers”
 - IEEE Std 1325TM-1996 (R2002) “IEEE Recommended Practice for Reporting Field Failure Data for Power Circuit Breakers”
7. The approved scope presented to the audience: This guide provides practices and processes to perform, analyze, and report failure investigations of power circuit breakers.
8. The outline of the proposed document was presented to the audience and the groups that were to work on each section decided on a group leader.
9. Each group met and started working on their assigned section of the document.
10. Each group leader will compile the comments of their respective group and send them to Bergman and Aristizabal to incorporate on a new draft that would be circulated among all the members.
11. The outline and the list of members is included on the minutes as an additional document.
12. All the parts of the document will be collected before the next meeting and a new draft will be circulated among members of the WG to discuss on the next meeting in Denver.

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