

Minutes



P1616 Draft Standard Motor Vehicle Event Data Recorders (MVEDRs)

January 22, 2002
0900-1200

IEEE/USA Conference Room A, 1828 L Street, Washington, DC

Meeting called by:

Chair, Tom Kowalick

Type of meeting:

Initial Meeting of IEEE P1616 # 1 of 11 scheduled in 2002

Facilitator:

Chair

Note taker:

Chair

Timekeeper:

Chair

Attendees:

Patricia Gerdon, John Hinch, Henry Jasny, Tom Kowalick, Bob Kreeb, Sarah McComb, Charles Niessner, Chris Plaushin, Edward Rashba, Vernon Roberts, Louis Sanders, Jerry Trotter, David Willis

Agenda topics

0900 Call to Order , Welcome & Round-Robin Introductions

0915 Chairman's Statement

0930 IEEE Standards Process - Edward Rashba & Patricia Gerdon

1000 Break

1015 P1616 Scope (open discussion) Draft

1100 Anyone/Everyone Input

1130 Tasks / Benchmarks

1155 Announce Next Meeting Topics / Date / Time / Location

1200 Adjourn

[15 minutes]	Welcome, Call to Order, Self-Introductions	Chair
<p>Discussion:</p> <p>The Chair welcomed attendees and opened the dial-in-conference call telephone. All thirteen attendees were offered an opportunity for self-introductions. Each attendee stated their organizational affiliation. The following organizations were represented: Transportation Research Board (TRB), National Transportation Safety Board (NTSB), National Highway Traffic Safety Administration – US Department of Transportation (NHTSA/DOT), Advocates for Highway & Auto Safety, American Public Transportation Association (APTA), Booz-Allen-Hamilton. The Chair distributed a four page Welcome. This document was read aloud for the benefit of dial-in-conference callers. The Welcome document cited the Chair’s vision of IEEE Project 1616. The Chair also explained that the Vice-Chair, Mr. Jim Hall could not attend the initial meeting because his daughter was getting married. He further noted that Mr. Hall is very supportive of IEEE P1616 and will be briefed on ongoing developments. Mr. Hall plans to attend subsequent meetings.</p>		
<p>Action items: Collect membership information and prepare a roster. Distribute this roster to each attendee via a secure e-mailing list. Post an electronic version on the project website assuring privacy of attendees.</p>	<p>Person responsible:</p> <p>Chair</p>	<p>Deadline:</p> <p>2/15/02</p>
15 Minutes	Chairman’s Welcome	Chair
<p>Discussion:</p> <p>The Chair elaborated on a four-page statement welcoming all and detailing his vision for the project. He stressed the timing and significance of the project and welcomed all to participate. The Chair also acknowledged the past efforts of the NTSB and the NHTSA in providing a foundation for standards development. A discussion followed to increase membership and to keep the project moving forward as quickly as possible. The Chair cited additional contacts that he had with individuals and organizations and stated that many planned to be involved at a later date. He welcomed recommendations for additional membership.</p>		
<p>Action items: The Chair’s Welcome will be posted to the project website as a .pdf file.</p>	<p>Person responsible:</p> <p>Chair</p>	<p>Deadline:</p> <p>2/15/02</p>

30 Minutes	IEEE Standards Process	Edward Rashba & Patricia Gerdon
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Discussion:

Edward Rashba & Patricia Gerdon, two members of IEEE Standards Development presented a PowerPoint Presentation highlighting an overview of the practices, policies and procedures necessary to secure an IEEE standard. They also provided a general overview of the significance of an IEEE standard. Discussion topics included involvement of other standard bearing organizations (i.e. SAE, ITE, etc.) and reply to questions and comments from the attendees. After a Q&A there was a fifteen minute break.

Following the break, the Chair distributed draft version 0.1 for review, comment and discussion.

120 Minutes	Open Discussion	Chair & Members
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The remainder of the meeting was devoted to the open discussion about the scope of the project and details within the document. The group decided to retain the document as the initial draft and review the document in greater detail. An item was assigned by the Chair for the next meeting.

The task was to review section 1-3 as an agenda item of the 2/26/02 meeting. The meeting calendar, times and locations were discussed. Several suggestions were offered for the upcoming meetings. The calendar of monthly meetings was considered rational and important to keep the project moving forward. The half/day vs. full/day agenda was discussed with a consensus that it may be necessary to hold full/day meetings as determined by the number of out-of-town attendees and the agenda items. The locations of upcoming meetings will most likely need to be changed as the IEEE/USA conference room is limited to 25 participants. The following organizations offered future meeting space: APTA, NTEP, TRB, IEEE. A discussion of other meeting sites nationwide and worldwide is being considered. As example, the IEEE Vehicular Technology Conference Spring 2002 will be held in Birmingham, Alabama in May. Several Automotive Electronic Conferences have been identified as potential meeting sites.

Conclusions: Consensus to retain Draft 0.1 as the working document and review section 1-3 on 2/26/02.

Action items: 1. Increase notification of P1616, 2. Invite government, industry and association, and various IEEE technical societies participation, 3. Post draft 0.1 in pass-protected electronic format on the P1616 website. 4. Establish IEEE Reflector E-Mailing, 5. Prepare Policy & Procedures of WG document & distribute 6. Prepare & Distribute 1/22/02 Meeting Minutes for review.	Person responsible:	Deadline:
	Chair	Ongoing

Project Website: <http://grouper.ieee.org/groups/1616/home.htm>

Observers:	Henry Jasny, Advocates for Highway & Auto Safety
Resource persons:	Elly Schutt See Chair's Welcome & IEEE PowerPoint Presentation at project website

Attachments:

Special notes:

Next Meeting: 2/26/02 at the National Academies – Transportation Research Board, Cecil and Ida Green Building, 2001 Wisconsin Avenue, NE. Room 104, Washington, DC 20007.

**NEXT MEETING
MAP**

<http://www4.trb.org/trb/homepage.nsf/0000/6da61f29f5f2349f8525685f0053c0f6?OpenDoc>

ADJOURNMENT

The 1/22/02 Meeting adjourned at 12:00