

Meeting Minutes  
 IEEE 1668 Working Group Web Meeting  
 September 14, 2007 1PM EST

**1.0 Welcome and Introduction of Members – M. Stephens**

No.	Present?	Name	Affiliation	e-mail	Membership (IP/M)
1	Yes	Brad Martin	AEP	<a href="mailto:bpmartin@aep.com">bpmartin@aep.com</a>	IP
2	No	Brian Fortenbery	EPRI	<a href="mailto:bfortenbery@epri.com">bfortenbery@epri.com</a>	IP
3	Yes	Chuck Thomas	EPRI	<a href="mailto:cthomas@epri.com">cthomas@epri.com</a>	M
4	No	Doug Dorr	EPRI	<a href="mailto:ddorr@epri.com">ddorr@epri.com</a>	M
5	Yes	Greg Olson	PSE&G	<a href="mailto:Gregory.Olson@pseg.com">Gregory.Olson@pseg.com</a>	M
6	No	Jack Caufield	NPPD	<a href="mailto:jscaufi@nppd.com">jscaufi@nppd.com</a>	IP
7	Yes	Jim Rossman	TVA	<a href="mailto:jbrossman@tva.gov">jbrossman@tva.gov</a>	M
8	Yes	John Mentzer	GM	<a href="mailto:john.mentzer@gm.com">john.mentzer@gm.com</a>	M
9	Yes	John-Carl Zarella	GM Energy Pontiac, MI	<a href="mailto:john-carl.zarella@gm.com">john-carl.zarella@gm.com</a>	M
10	No	Mark Minzlaff	On Semiconductor	<a href="mailto:mark.minzlaff@onsemi.com">mark.minzlaff@onsemi.com</a>	M
11	Yes	Mark Rucker	Toyota	<a href="mailto:mark.rucker@tema.toyota.com">mark.rucker@tema.toyota.com</a>	M
12	Yes	Mark Stephens	EPRI	<a href="mailto:mstephens@epri.com">mstephens@epri.com</a>	M
13	Yes	Melinda Norris	Southern Company	<a href="mailto:MENORRIS@southernco.com">MENORRIS@southernco.com</a>	M
14	No	Rick Temple	On Semiconductor	<a href="mailto:r19271@onsemi.com">r19271@onsemi.com</a>	M
15	Yes	Scott Anderson	SRP	<a href="mailto:swanders@srpnet.com">swanders@srpnet.com</a>	M
16	No	Salman Sabbah	Intel	<a href="mailto:Salman.j.sabbah@intel.com">Salman.j.sabbah@intel.com</a>	M

17	No	Bobby Gettier	Dominion	<a href="mailto:Bobby.Gettier@dom.com">Bobby.Gettier@dom.com</a>	IP
18	No	John Coffman	Microchip	john.coffman@microchip.com	IP

Attendees: Mark Stephens acted as Chairman for this meeting. Mark mentioned he wants to change the way we move forward as related to the development of the standard.

## **2.0 Agenda Review and Approval**

The chair reviewed agenda and received consensus that the items covered where appropriate.

The chair read the agenda for the meeting.

Motion was made to accept the meeting agenda as read by Melinda Norris.

Motion was seconded and agenda was approved.

## **3.0 Display of IEEE patent slides**

The chair covered IEEE patent requirements as related to participation.

The chair read the patent slides for the Working Group Members present and clarified the text of the first patent slides for the audience.

## **4.0 Any Additions to Agenda – Agenda Approval**

There were no additions noted for inclusion on the Agenda.

## **5.0 Review of July 26<sup>th</sup> Meeting Minutes**

July 26<sup>th</sup> Meeting minutes were read. No amendments were suggested for the July 26<sup>th</sup> Meeting Minutes. Scott Anderson moved to accept the meeting minutes as read

The meeting minutes were approved and seconded.

## **6.0 Review of Draft Standard Progress**

6.1 Scott Anderson and Chuck Thomas gave an overview of the progress since the last meeting and items included in this round for the attendees.

6.2 Mark Stephens suggested we have reached the point when the standard will require working on by teams to better facilitate the way the document progresses.

6.3 John Mentzer suggested a better review cycle to release a copy of the Standard to the group with a week or two for comments then come together for a review.

6.4 Suggestion was being made to better the process to improve the review cycles.

6.5 Discussion began on the Standard as it has been developed thus far (Section 5).

6.6 Suggestion to add Bill Brumsickle with SoftSwitching into the group.

6.7 Mark Stephens asked for volunteers for Sub Teams. :

6.7.1 **Section 5: Electrical Environment**

Team Leader: Scott Anderson

Other Members: Mark Rucker, John Mentzer, and Jim Rossman

6.7.2 **Section 6: Testing Levels**

Team Leader: Mark Stephens

Group Members:

Melinda Norris, Scott Anderson

6.7.3 **Section 7: Test Procedure**

**Team Leader: Chuck Thomas**

Other Members: Jim Rossman, Melinda Norris, Greg Olson

6.7.4 **Section 8 – Testing Equipment Requirements**

Team Leader and Members: To be assigned.

6.7.5 **Section 9. Certification and Test Reports**

Team Leader and Members: To be assigned.

## **7.0 Assignment of Action Items for next meeting**

7.1 **Action Item:** Mark Stephens to provide a set of test levels for his Sub Team to review.

7.2 **Action Item:** Ask for volunteers for the Sub Teams for any who was not in attendance.

7.3 **Action Item:** Sub Group Leaders need to provide a schedule for their respective sections to Mark Stephens.

## **8.0 Scheduling of Future Meetings**

### **8.1 New Orleans Meeting Discussion**

8.1.1 Attendees at the New Orleans meeting: Jim Rossman, Mark, Chuck, Mark Rucker, John Mentzer by conference call, Doug Dorr (possible)

8.1.2 Proposed a Section 5 Sub Group Meeting for the New Orleans mtg.

### 8.1.3 Section 7 Sub Group Meeting

#### **9.0 Meeting Adjournment**

Motion to adjourn.

Seconded