1. Self-introduction of members and guests
   Called to order at 2:03 PM by Tom Cook
   Roundtable introduction of people present (see attendance sheet)

2. Review and approval of 2018 GM meeting minutes
   Reviewed summary of 2018 minutes slide – minutes were approved unanimously

3. Discussions of the WG Report on “Signatures of Equipment Failures”
   Note, none of the complainants were present.

   Item #1, Pg 2, Fig 1
   Comments: “just use a real waveform”, “example”, “what is the definition of signature”
   Suggested: “Simulated signatures of voltage transients.” Or replace with real image (from Dan’s)

   Item #2
   Replace impact with word signature.

   Item #3, Pg 4&6, Btm Para & Fig 6
   • Replace “are mainly” with “can also be”
   • No action required as the CEATI report is already referenced.

   Item #4, Pg 12, Para 3
   Consensus in room appears to be that the breakdown will always occur at peaks (based on utility experience). Can remove word “always” from statement to become “The results show that sub-cycle arcs occur near the peak of the voltage waveform”, or keep it and add the words test: “In this test, sub-cycle arcs always occur near the peak of the voltage waveform.”

   Item #5, Pg 14
   Note: Figure 23 caption is wrong: Should state that this is the disturbance signature as seen downstream of the fault.

   Move statement to be right after the figures it’s referring to.

   or

   Suggest to strike statement as the purpose of this document is not to provide recommendations on distribution system maintenance practices.
Item #6,
No action recommended

Item #7, Pg 28, at bottom
Let Dr Xu review and decide

Item #8, Pg 45 Table 5
Not sure about the statement

Discussion: remove the Medical analogy
Consider mentioning reference to reaction vs prevention
What is preventative monitoring?

Revise document and resubmit for review