



Item no.	Notes	Action by
<b>CALL TO ORDER</b>	The meeting was called to order by the Chair.	None
<b>CHAIR'S REMARKS</b>	Chair welcomed members and guest. The attendees introduced themselves. The chair noted there was quorum.	None
<b>APPROVAL OF PREVIOUS MINUTES</b>	Minutes from the September 2014 meeting were approved.	The chair will post the approved minutes on the WG website.
<b>AGENDA APPROVAL</b>	Agenda was shown to the attendees.	None
<b>Presentation</b>	No presentations were made	None
<b>Action item #1</b>	<ul style="list-style-type: none"> <li>Chair to seek approval of May 2014 meeting minutes via email <ul style="list-style-type: none"> <li>Completed, meeting minutes posted on WG website</li> </ul> </li> </ul>	None
<b>Action item #2</b>	<ul style="list-style-type: none"> <li>Chair to send out ISA presentation materials to the WG <ul style="list-style-type: none"> <li>Email sent on 2014/9/14 to active WG members via 123Signup</li> </ul> </li> </ul>	None
<b>Action item #3</b>	Addition of two members to the WG roster was not completed	Chair to add members.
<b>New business</b>		
<b>IEEE C37.92 Review</b>	Reviewed IEEE C37.92 content pertaining to low energy analog inputs	None
<b>Review of writing assignments</b>	<p>Reviewed introductory text provided by the chair.</p> <p>DC analog inputs - Craig Bryant</p> <ul style="list-style-type: none"> <li>No input has been received from Craig on analog inputs. Mike Dood will help.</li> </ul> <p>DC analog outputs - Kevin Easley</p> <p>Discrete inputs - Marc Lacroix</p> <p>Discrete outputs - Marc Lacroix</p> <ul style="list-style-type: none"> <li>Marc would like help on outputs, Mike Dood agreed to help</li> </ul> <p>AC analog inputs - Marcus Steel</p>	<ol style="list-style-type: none"> <li>Marc and Mike to collaborate on digital outputs.</li> <li>Mike Dood will work with Craig Bryant on dc analog inputs.</li> </ol>
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<b>PAR Check</b>	The Chair reviewed the PAR for C37.1 and noted that the expiration date for the PAR is 12/31/2015 and the expected completion date is 5/2015. This provides a six month ballot.	None
<b>Bi-weekly meetings</b>	The Chair stated that the WG writers had not met the goal of being done with the draft by the JTCM. Bi-weekly meetings will be initiated again to help complete the text. Target is Mondays or Tuesdays from 4-5pm Central Time.	None
<b>PAR update</b>	A decision will be made by the May meeting as to whether an extension is needed.	None

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<b>ITEMS REPORTED OUT OF EXECUTIVE SESSION</b>	No executive session was held.	
<b>NEXT FACE TO FACE MEETINGS</b>	<ul style="list-style-type: none"><li>• May 18-22, 2015<ul style="list-style-type: none"><li>– SUBS Annual Meeting</li><li>– Minneapolis, MN</li></ul></li><li>• September 14-17, 2015<ul style="list-style-type: none"><li>– PSRC September Meeting</li><li>– San Diego, CA</li></ul></li><li>• January 2016<ul style="list-style-type: none"><li>– JTCM</li></ul></li></ul>	