

A. Call to order

This virtual meeting was called to order at 2:00 PM Central on February 25, 2024.

B. Approval of agenda

The proposed agenda was review by the participants.

- Jeff Mizener made a motion to approve the agenda.
- Motion was seconded by Darryl Moser.
- No discussion followed and the agenda was approved by unanimous consent.

C. Attendance

The attendees introduced themselves and declared their affiliations. Quorum was met.

First Name	Last Name	Affiliation	Member Type
Jeff	Britton	Doble	Vice-Chair
Clint	Carne	Schneider Electric	Voting Member
Doug	Edwards	Siemens Industry, Inc.	Voting Member
Keith	Flowers	Siemens Industry, Inc.	Chair
Terry	Hunt	Westinghouse	Voting Member
Jeff	Mizener	Siemens Industry, Inc.	Voting Member
Darryl	Moser	ABB	Voting Member
Bryan	Tatum	UL	Voting Member
John	Webb	ABB	Non-Voting Member

D. December 3, 2024 Meeting Minutes

The December 6th meeting minutes had previously been circulated to the Working Group.

- Jeff Mizener made a motion to approve the meeting minutes.
- Motion was seconded by Terry Hunt.
- No discussion followed and the minutes were approved by unanimous consent.

E. Rules and guidelines for conducting working group meetings

The IEEE Patent Policy and Business Conduct policies were reviewed. No patent declarations were made at this time or during the course of the meeting.

F. Individual method working group P&Ps

The Working Group was reminded that we will adhere to the Switchgear Committee's Policies and Procedures for Individual Method Working Groups will be adhered to during the course of this project. A copy of these procedures can be found at:

[https://ewh.ieee.org/soc/pes/switchgear/O-and-P/2024_Switchgear_Committee_WG_PnP_Individual_\(Approved\).pdf](https://ewh.ieee.org/soc/pes/switchgear/O-and-P/2024_Switchgear_Committee_WG_PnP_Individual_(Approved).pdf)

G. IEEE Std 316 Initial Ballot Comment Resolution

All of the initial ballot comments were reviewed and dispositioned by the Working Group.

The changes made within this meeting are reflected in Draft 7.

H. Next steps discussion

Motion was made by Doug Edwards to submit Draft 7 for recirculation ballot. Jeff Britton seconded the motion. With no discussion topics, the motion carried by unanimous consent.

I. Adjourn

Completing the agenda, the meeting adjourned at 3:45 PM.

Meeting Minutes submitted by:

Keith Flowers
Chair
February 25, 2025