

CONSOLIDATED ACTION ITEMS
from the meeting of
ASC C63 SC1: Techniques and Development
April 16, 2008
IEEE Headquarters, Piscataway, NJ

Membership Review

ACTION ITEM: O'Neil to advise Jon Casamento and Greg Korytkowski that their membership in S/C 1 has been terminated.

Working Groups

Project 1-13.2 C63.4 Site Acceptability Above 1 GHz

ACTION ITEM: Pettit and Windler to perform both VSWR and TDR tests by December 31, 2007 and share results with the committee at the next meeting. (AI still open from October 2007 meeting.)

ACTION ITEM: Windler to post new PINS to C63 website if it is approved at the parent committee meeting.

Project 1-15.5 C63.23 Measurement Uncertainty

ACTION ITEM: Kurt Fisher to provide text for the informative annex on traceability for review by July 1, 2008.

Project 1-15.6 C63.5 Antenna Calibration

ACTION ITEM: Camell to contact ACIL to assist with antenna testing to evaluate complex fit NSA.

ACTION ITEM: Camell to add new text covering standard gain horn antennas above 1 GHz, either using physical dimensions for reference with some S11 electrical check to assure a working horn or incorporate what calibration labs use for horn antennas above 1 GHz (extrapolation, etc).

ACTION ITEM: Camell to add free space corrections for dipoles, such as done by the VCCI.

Website Management

ACTION ITEM: Camell to remove C63.6 and C63.19 from website.

ACTION ITEM: Camell to post updated version of C63.2.

ACTION ITEM: Working Group Chairs to post all documents to C63 website as PDF copies only.

ACTION ITEM: O'Neil to provide approved minutes only with attachments – all in PDF format – to Camell for posting to the public C63 website (draft minutes should only be posted to password protected area of site).

ACTION ITEM: Camell to add Nate Potts and Doug Parker to roster of working group members for C63.5

ACTION ITEM: Camell to ensure that all items pertaining to membership be posted to the password-protected area of the site only.

ACTION ITEM: Camell to post generic S/C 1 October 2008 agenda to website now.

ACTION ITEM: Camell to post preliminary S/C 1 October 2008 agenda to website in early September 2008.