

TC8-10 teleconference December 1, 2006.

8:00 PST, 11:00 EST, 17:00 in Barcelona and 1:00 in Tokyo.

Attendees: Todd Newman, Phil Green, Yasuki Yamauchi, János Schanda, Dave McDowell, Dave Wyble, Ann McCarthy, Eric Zeise
Apologies from Danny Rich, Jordi Arnabat.

Agenda items:

1) Status update on pilot measurements (Danny Rich)

"I have setup the test rig in my radiometry lab but I have not yet made any critical readings. I hope to start taking readings next week."

2) Time table for the pilot study

János → Todd

[hand-off only no measurement]

Todd → Danny

[Danny does first measurement - complete by end 2006]

Danny → Ann

[Ann receives instrument Jan 1-5, send on by Jan 19, 2006]

Ann → Eric

[Eric (skip due to EI Jan28-Feb1), send on Feb 15 or 16, send FEDEX, estimate arrive in Japan Feb 21, 2007.]

Eric → Yasuki

[Yamauchi-san, will measure two instruments (UV&VIS), end of Feb is a good time of year for that, will send to Phil on March 9-10, 2007]

Yasuki → Phil

[returns from ICC, start on March 26, send on April 6]

Phil → János

[start April 10 - will do final measurements, complete April 20]

Pilot completes two months before Beijing meeting. We should make every effort to work with the intermediate data as we go along.

Janos requests that each person send red & white LED measurements to him ASAP after they take the measurements.

3) Review of the Guidelines and Master workbook

Todd will expect comments on the Guidelines within the next [one-two?] week[s] and then will send the final.

Comments on Guidelines:

i. Add page numbers.

ii. Updates on office type section 7.4.4:

We agreed on changes to the A-G descriptions and added a simple lighting description:

A	Filing, copying, circulation, etc.
B	Writing, typing, reading
C	Research and engineering office
D	Computer workstation
E	Conference and meeting rooms
F	Reception desk
G	Archives

Lighting types present (Check all that apply):

overhead
task
natural

Comments on Questionnaire:

i. Only require instrument specifications if the instrument is a custom built. For off the shelf instruments, provide the brand, model, and configuration.

ii. Todd will update the value range descriptions for the instrument descriptions to include units of measure. János will send numbers and example for Noise Equivalent radiance/Irradiance.

4) Other issues? None raised.

5) Next meeting

Tentative Dec 21, 2006, 11am. Verify availability with Danny before finalizing this meeting time.