

- I. Call to order/introductions/establish quorum – Victor Cincola
- II. Review of agenda – Victor Cincola
- III. Code of Ethics – Victor Cincola – As members of ASHRAE or participants in ASHRAE activities, we pledge to act with honesty, fairness, courtesy, competence, integrity and respect for others in our conduct. We will avoid conflicts of interest, and behavior that is discriminatory and/or harassing.
- IV. Committee Scope – Victor Cincola – ASHRAE TC 1.2 Instruments and Measurements is concerned with the principles of instrumentation and the concepts and techniques of basic measurements, especially for processes and properties associated with air conditioning, heating, refrigeration, and related areas of environmental engineering.
- V. Review and approval of Orlando 2020 annual meeting minutes – Victor Cincola
- VI. Liaison reports – Any liaisons present
- VII. Report from TC/TG Chair’s Breakfast meeting – Victor Cincola & Brandon Kelley
- VIII. Standards Subcommittee Chair’s report – Jim Douglas
- IX. Handbook Subcommittee Chair’s report – Terry Beck
- X. Research Subcommittee Chair’s report – David Yuill
 - A. Report from Research Chair’s Breakfast meeting
 - B. Current Research
 - C. Research Plan - Other possible research topics
- XI. Programs Subcommittee – Steve Idem
 - A. Seminar Presentations
 - B. Conference Papers
 - C. New program ideas – Open discussion
- XII. Membership – Victor Cincola
 - A. Voting members changing status
 1. Roll off after 6/21 Victor Cincola, Hongmei Liang
 - B. Leadership changes
 1. Victor Cincola after 6/21
 - C. Corresponding and Provisional Corresponding Members
 1. Welcome to new PCMs
- XIII. Website Status Report – Craig Bradshaw
- XIV. New/Unfinished Business
- XV. Adjourn