MINUTES

API Committee on Measurement Education and Training (COMET)
Chapter 1 Working Group
Terms and Definitions

Hyatt Regency Hotel at Dallas, Texas

Monday, March 12, 2018
1:00 PM – 3:00 PM

Chairman: Dan Comstock

Opening, introductions and sign-in sheets: Chairman
- SEE SIGN-IN SHEET

Appointment of scribe: Chairman

Review and approval of the agenda: Working Group
- Motion to approve was seconded and affirmed by unanimous vote.

Review and approval of minutes: Working Group
- Motion to approve was seconded and affirmed by unanimous vote.

Officer Changes: N/A Sally Goodson

Update on Terms and Definitions Database: Sally Goodson/Jennifer Jones
- No serious problems with database
- No serious problems encountered in the streamlining process
- No serious problems (user issues) encountered

Update on procedural issues: Sally Goodson/Jennifer Jones

Request from API Staff

After completing the balloting process for a new or existing standard, please prepare a spreadsheet for API Staff showing the TERMS and DEFINITIONS included in the document.

Designate each one as:

- Existing term
- Existing definition
- New term
- New definition
Request from Dan Comstock

In an effort to build up a RED FILE for database upgrades, please send an email of any issues that come up with the TERMS and DEFINITIONS database for future consideration to: DanComstock@austin.utexas.edu.

Hints in using the TERMS and DEFINITIONS database

- www.api.org, products and services, committees, midstream, and then scroll to bottom of page where the link to the Chapter 1 Terms and Definitions can be found.
- Sign in with "drafter" and "drafter".
- Search for double word terms, using only one of the words in the term, if searching for a two word term produces no results.

Putting an asterisk at the right end of the term can sometimes help when extra characters in the data base prevent the searched item from being found

Old business:
- None to report

New business:
- None to report

Date of next meeting:
- Fall Meeting on October 8, 2018
- Hyatt Regency San Francisco, CA

Adjournment:
- Meeting adjourned at 3:00 following the networking break