2018 Minneapolis - Meeting Minutes
Speech Privacy in the Built Environment Subcommittee

Welcome & Introduction:

December Meeting Minutes
The December meeting minutes were accepted
Comments from December Meeting
Brief comment affirming the discussion in December.
The Chair shares comments and work that Noral has been working on regarding terms and use of Background sound/noise.
Jennifer Lentz has agreed to coordinate a Tutorial Session for the Louisville meeting regarding the Speech and Hearing.

Discussion on Work Tasks
Per the December meeting we have identified several key areas to work on. I would like to break each area into a series of tasks, owners and teams.

Terminology: "Speech Privacy" "confidentiality, distraction & security

Task	Description	Owner	Team
Standards Review: defining speech privacy.	Review existing standards for definitions of "Speech Privacy" and similar terms.	Eric Reuter & Ben Taft	Ric Doedens, Bennet Brooks
Standards Review: using the context of speech privacy.	Review existing standards for use and context of "Speech Privacy" and similar terms.	Angelo Campanella	Steve Lind, Ken Good
Develop new terms for the various aspects of Speech Privacy	Based on the review of existing standards and the various uses of "speech privacy" Develop new demising terms	Ken Good	
Application & Implementation of New Terms	Identify Standard, guidelines and other applications where the new terms shall be implemented		

Terminology: Other (Noise, Signal to Noise, etc)

Task	Description	Owner	Team
Use of term "Noise"	Explore proper use and application	Noral Stewart& Ric Doedens	
	Propose alternative language		
	Identify Standard, guidelines and other applications where the new terms shall be implemented		

Existing Standards and Requirements

Task	Description	Owner	Team
Standards Review: application of speech privacy.	Review existing standards for use, design, measurements, calculation and reporting of speech privacy	Eric Reuter & Ben Taft	Ric Doedens, Bennet Brooks, Ken Good
Categorize	Discern what standards are best applicable for what circumstances		
Identify needs	Identify modifications or new standards based on the findings		
Implement	Implement Changes		

Minimum Background noise levels

Task		Owner	Team
Standards Review: of background levels	Identify Standards where minimum levels would make sense	Bennet Brooks, & Ric Doedens	Gary Madaras
Develop levels table	Develop justification and appropriate level tables		Ken Good
Identify	Identify Standards, guidelines and other documents where cages may apply		
Implement	Apply tables to appropriate Standards		

Collaboration with TCSpeech & TCAA

Task	Owner	Team
Tutorial	Jennifer Lentz, Roger Logan, Ken Good,	Steve. Ben, Bennet, Michelle
Special Session: Chicago At the Intersection of Speech & Architecture	Ken Good, Jennifer Lentz	

By no means do I believe that we captured all the work that needs done. I do believe that we have identified the top priorities and each area will need more detail that I leave to the team.

Please let me know what teams you would like to be part of

Future Meetings
The Speech Privacy Subcommittee will be a standing meeting at each of the national meetings. We will request 5:00pm on Wednesday and the meeting should be in the program.
I encourage each of the teams above to coordinate between meetings to advance work items.
- **Victoria Fall 2018: Progress on tasks**
- **Louisville Spring 2019: Speech Communication Presentation (Speech Privacy Special Session)**

Adjourn
Next meeting: November 7th, Victoria BC

Respectfully submitted
May 25, 2018

Kenneth W Good Jr
TCAA Speech Privacy Subcommittee Chair