1. Introductions and selection of secretary
   - MC acted as secretary

2. Approve minutes from last meeting, Montreal, QC, Canada, June 26, 2011.
   - Approved

3. Review of Previous Action Items
   - No Previous Action Items.

4. Review of Print Version of Fenestration Chapter
   A) Revisions for 2013 version of the Handbook of Fundamentals
      - Review of text edits for introductory section of chapter
      - Review of suggested changes to Table 9 (Joe Hetzel)
      - Review of remaining text edits.
   B) Revisions for Handbook CD+
      - No new edits required


6. New Business
   - Chapter must be submitted in its entirety by May 31st. The TC will have to have an email vote to approve the edits.
   - Fonts and equations in the working version have been messed up. MC is working to fix.
   - ASHRAE is encouraging the development of mobile apps of its software.
   - CD+ is being discontinued. It will be replaced by Online+. ASHRAE would like to discontinue the print version of the Handbook completely (and remove the 4 year revision cycle).

7. Adjourn
   - Meeting adjourned at 3:30 pm