12 people attended at the meeting (all via Audio Conference).

1. **Welcome and agenda review**
   The Agenda was released without changes.

2. **Review Measurement (II.E.13)**
   The prepared and in advance forwarded 2 pages of measurement examples of glass panes of Panoramic Sunroofs were reviewed in detail and discussed in a very comprehensive manner.
   The changes and amendments were noted by secretary and shall be included in an updated version for next WEBEX No.12.

3. **Review status informal document M.R. No. 4**
   The items of M.R. No.4 as noted in the minutes of meeting of 11th meeting of IWG PSG in Geneva on 7th October were presented by secretary as a separate page as the changes were only requested in Chapter II. E. Definitions.
   The group also discussed these changes and improvements for understanding and amendments, which were written down to be checked by native English speakers in the group.

4. **Other business**
   The chair reminded the group that we have to close the reviews and achieve a final version of M.R. No.4 within November to be able to prepare the document as official paper for GRSG 118th in March/April 2020.

5. **Closing**
   - A follow-up WEBEX No.12 on Thursday 21st November similar timing was agreed to review the finalized Chapter II. E. Definitions as well as the upgraded 2 pages of measurement examples.
   - All updated documents shall be forwarded by secretary asap for members of IWG PSG to review in advance of WEBEX No.12 and give early feedback to secretary.