

**Gas Industry Standards Board
Future Technology Task Force
Transco Houston, Texas
December 15 1997 9:00am - 4:30pm
Proposed Agenda**

Teleconferencing phone number: can be obtained by contacting the GISB office at (713) 757-4175.

9:00AM Welcome

Antitrust Guidelines

Administrative:

Identification of Secretary for Minutes

Adoption of Agenda

1. Introduction of meeting participants
2. Review and approval of the minutes from prior meetings
3. Identify and discuss implementation issued
4. Review of November Internet "Look and Feel" Team meeting
5. Begin discussion on definition of both the minimum and the optimum technical characteristics and guidelines for the developer and user of the site (also review Disc. Group comments)
6. Implementation guidelines for the Website such that the name of the applicable TSP should appear within the upper one third of the display (also review Disc. Group comments)
7. Prior meeting implementation issues:
 - Diagnostics and troubleshooting for communications problems (Richard)
 - Implementation and usage of error notification (Richard)
 - Notification method of EDM outages (Richard)
 - Review of draft for DNS cache refresh guidelines (Mark and Lyle)
 - Retry interval tests (Steve and Mark) and scenarios/guidelines draft (Susan and John)
 - Scorecard on Internet Communications
8. Assignments and further research
9. Determine requirements and schedule for the next FTTF meeting

4:15 PM Summarize progress and action items

4:30 PM Adjourn

Note: Background documents for this meeting will be posted to the task force page of the GISB World-Wide Web site (<http://www.gisb.org/fttf.htm>) and should be reviewed prior to the meeting. New participants are expected to be familiar with the EDM Task Force standards and report of March 15, 1996, the Future Technology Task Force preliminary report of June 7, 1996, FERC Order No. 587, the GISB Standards adopted September 12-13, 1996, and the Future Technology Task Force Pilot Test Report of September 17, 1996. These documents can all be accessed via the GISB Web site. Another useful source of information is the GISB Electronic Delivery Mechanism Standards manual available to GISB members only. Please refer to links under Internet "Look and Feel" Team for information on discussion about non-transactional Web site standardization.