

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

The antitrust guidelines were read by Susan Croley.

Leigh Spangler volunteered to take minutes.

The agenda was adopted with no changes.

Susan announced that Jim Vandernoot has left El Paso Energy and working for Campbell's Soup in New Jersey. Jim's contributions to the FTTF will be missed.

The numbers below refer to item numbers as listed on the agenda.

1. Meeting Attendees - see below.

2. Minutes

The minutes of the 10/17 and 11/07 FTTF meetings were adopted without modification.

3. Implementation Issues

Richard Hamilton suggested several changes to the Implementation Guide to clarify octet stream vs. text message formatting.

Susan announced that July 31 has been set as the new release date for the manuals. They will be released annually, not semiannually.

Both the above topics led to discussion about the FTTF role in maintaining the Implementation Guide so that it can be updated as required. Susan stated that she will investigate the possibility of FTTF assuming the responsibility, in a manner similar to the way the Technical Subcommittee updates the Standards Manuals.

The difference between "clean-up" efforts for the manuals vs. creating a new standard was also discussed.

4. November Internet Look & Feel Meeting Review

There was limited review of the new "approach" taken by task force. A reminder was announced of the next Internet "Look and Feel" Team (ILFT) meeting to be held at Duke Energy Wednesday/Thursday December 17 and 18.

5. Action Item from Internet Look & Feel

The L&F Task Force has asked FTTF to define "minimum and optimum technical characteristics and guidelines for the developer and user of a Web EBB."

There was discussion as to whether the guidelines should reflect current requirements or future transactional requirements? *Transcapacity expressed the objection that it is inappropriate for FTTF to address standards related to transactional interactive Web applications for the reason that it is their interpretation that the FERC NOPR 587-F is intended to eliminate duality of systems maintained by the pipelines. Transcapacity's position is that EDI will serve as the one common modality of communication for the gas industry. Further, Transcapacity stated that the GISB EC has only authorized work on Standard 4.3.6 related issues and that the issue of "Web EBBs" is in controversy there.* However, the group's consensus was that transactional Internet "Look and Feel" will be addressed after non-transactional and where certain technical standards affect purchase of equipment and software by the user community, it made sense to set the groundwork to address needs for transactional and non-transactional at the same time.

The following guidelines were proposed. The FTTF will again discuss these at the January FTTF meeting and will deliver them to the ILFT at the January ILFT meeting.

A. User Characteristics

The below are technical guidelines as suggested by the FTTF. It was noted that:

- Technical requirements should be driven by system/business requirements, which are still missing for many of the topics. As such, these guidelines may change as GISB-standard features and functions for Web sites are defined.
- Individual user and developers should examine their own technology requirements for compatibility with these guidelines.

	<u>Minimum</u>	<u>Optimum</u>
i. Software standards	HTML 4.0 JDK 1.1	
ii. Operating System	16 bit	32 bit
iii. Display Resolution	640x480	800x600

iv. Hardware - to serve as examples of hardware configurations, the following Windows/Intel configurations support the above requirements. Other processor/operating system configurations may require different implementations.

Browser	IE 4.0 or NC 4.0*	IE 4.0 or NC 4.0
RAM	16 MB	32 MB
OS	Windows 3.1	Windows95
Processor	486 66MHz	Pentium 166 MHz
Modem Speed (if used)	28.8kb/s	56kb/s

* It was unknown at the meeting if Netscape Communicator would support JDK 1.1. Internet Explorer 4.0 does support a Virtual Java Machine on Win3.1, so JDK1.1 compliance is assumed, but not certain.

Web site implementations may incorporate Java applets. This may require client firewall modifications to allow download of applets.

B. Developer Characteristics

The environment of the developer is largely determined by the requirements of the client desktop. As a result, the only developer specification the group found was:

i. Web site features and functions should not require clients to use a particular browser.

Andy and Susan volunteered to wordsmith the above to create a draft for the next (January) FTTF meeting. The goal is to have an FTTF-approved package for the January ILFT meeting.

6. Second Action Item from Internet "Look & Feel"

The ILFT has asked FTTF to create guidelines/options for Web site such that "name of TSP is displayed in the upper one-third of the display."

Desirable features mentioned in discussion:

- Company name should appear when page is printed
- Name should appear in upper one-third of display
- If user scrolls, name should still be in upper-one third of display

Options - Pros (+) and Cons (-)

i. Title Bar

+ Name appears when browser is minimized

+ Name appears in a consistent location (for the two major browsers) when page is printed

- + Name does not disappear when user scrolls
- + Name appears in a consistent location on the display
- Does not allow for varied and creative display of name

ii Frames

- + Allows varied and creative display of name
- + Name does not disappear when user scrolls
- Name may not appear on printed page
- Name does not appear in a consistent location on the display

iii. Top of Web page (non-frames based)

- + Allows varied and creative display of name
- + Name appears (but not in a consistent location) when page is printed
- Name does not appear in a consistent location on the display
- Name potentially disappears as user scrolls

7. Prior Meeting Implementation Issues

Richard had to leave early, so several items were deferred.

- Diagnostics and troubleshooting - deferred
- Error Notification - deferred
- Notification of EDM outages - deferred

The discussion continued with the topic of DNS cache refresh:

- DNS cache refresh guidelines

Mark Hooper from NrG reported that refresh of cache in corporate servers is a corporate issue - refresh interval vs. network traffic. It was suggested that 30 minutes was a good de facto interval.

Beyond the corporate DNS, communication is dependent upon intermediate DNS servers over which the corporation has no control. It can typically take 6-48 hours to propagate a IP address change.

As a guideline, trading partners should:

- Minimize the changing of IP addresses.
- Warn TPs of upcoming changes and change during off hours.
- Work with their ISP and investigate how often DNS refreshes occur in order to find the best window to make any IP address changes.

- Retry Interval Test

Steve reported that he had implemented the 1 minute retry interval (it was previously 2 minutes) and has tentatively concluded that there are no technical difficulties. He will analyze the data and report back.

Mark has found that his HTTP retry is 10 seconds (not 30 seconds as he had previously thought), and he will revise this to 1 minute and report back.

Susan Croley and John Tsucalas will draft a document that will capture the terminology related to the posting retry.

- Internet Scorecard - John Tsucalas was absent, so this was deferred. Also the NOPR reference to "private networks" may alter our deliverable here.

8. Assignments and Further Research

- Andy and Susan to draft of ILFT issues (Client/developer Platform Requirements and Name Display Options)
- John and Susan to draft retry interval document.
- Richard will present his topics next meeting.
- Mark will test new HTTP timeout interval.

9. Next Meeting

To be determined - will be in January before the next ILFT meeting.

Meeting was adjourned at 3:30pm

Attendees:

Susan Croley	Duke Energy
Richard Hamilton	The Williams Companies
Christopher Phillips	Columbia Gas Transmission*
Mike Shahan	CNG
Leigh Spangler	Latitude Technologies
Mike Stender	El Paso Energy
Sandra Barnett	Mobile Bay
Darline Sandlin	Koch Gateway Pipeline
Mark Hooper	NRG*
Steve Hinton	TransCapacity*
Lyle Schenher	NRG*

* attended via conference call