

**Gas Industry Standards Board
Internet "Look and Feel" Team
El Paso Energy Houston, Texas
Travis Place
January 20, 1998 9:00am - 5:00pm
January 21, 1998 9:00am - 3:00pm
Meeting Agenda**

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

9:00AM Tues Welcome

Antitrust Guidelines

Administrative:

Identification of Secretary for Minutes

Adoption of Agenda

1. Introduction of meeting participants
2. Review the minutes of the prior meeting
3. Review of final framework formulated in December meeting
4. Review of principles, definitions, and standards drafted and approved in December meeting
5. Review of drafts from those persons assigned definitions (site map, etc.) to present at this meeting
6. Review of strawman for sub-categories of informational postings
7. Continue reviewing remaining items under framework to earmark them for principle, definition, or standards drafting; or, further refinement another layer down
8. Site map design:
 - site map location
 - site map content
 - site map visual presentation format
 - site map navigation
9. Review of drafts from FTTF on items delegated to them:
 - Guidelines for implementation of displaying the name of the applicable TSP clearly in the upper one-third.
 - Definition of both the minimum and optimum technical characteristics and guidelines for the developer and user of the site.
10. Assignments and further research
11. Determine requirements and schedule for the next ILFT meeting

2:45 PM Wed Summarize progress and action items

3:00 PM Wed 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/ilf.htm>) and should be reviewed prior to the meeting. New participants are expected to be familiar with issues discussed in the prior Internet "Look and Feel" Team meetings for them to effectively contribute to the discussion.