

Internet “Look & Feel” Team Meeting
October 7, 1997
9 a.m. - 5 p.m.
Duke Energy
5400 Westheimer Court
Houston, Texas

Administrative

- Welcome
 - Housekeeping
 - Introduction of team chairs and court reporter
 - Antitrust guidelines
 - Adoption of meeting agenda
1. Discussion of bifurcating “Look and Feel” effort into (a) technical and (b) visual
 2. Review the Internet “Look and Feel” Team mission statement as amended by GISB EC
 3. Explain process of adoption of whats in the matrix and modus operandi for approvals/
 4. Review the new matrix which includes original items A-Y and a list of “whats” drafted for discussion
 - review team revisions on matrix items made at the prior meeting, August 27, 1997
 - discuss the remaining matrix items that can be re-phrased as areas to standardize (the “whats”)
 5. Summarize tasks accomplished on the matrix for “whats”
 6. Determine next steps for the team
 7. Determine what should be reported to the Executive Committee on October 16, 1997
 8. Identify any assignments before next meeting
 9. Determine next meeting date and location
 10. Adjourn