• Welcome
  o Introductions and housekeeping
  o Purpose of meeting
  o What we want to accomplish today

• Guidelines for portal development: a review
  o Question-driven
  o What type of information should be on site?
  o Brainstorm and prioritize topics

• Review, discuss, and prioritize the importance of potential questions for site
  o Who produces my drinking water?
  o What is the source of my drinking water?
  o What is the quality of my drinking water?
  o How is my drinking water treated?
  o What is the cost of my drinking water?
  o Who assures that I receive safe drinking water?
  o Where do I go if I have a question about my drinking water?
  o How does my drinking water compare with the water throughout the state?
  o How can I tell if my drinking water is safe to drink?
  o What risk do I have in drinking water from the tap?

• Data sets
  o What information do members have available?
  o How is it stored? Updated? Formatted?
  o Can it be accessible for the portal?

• Questions and Next Steps