**RMTTF Meeting Notes**

Thursday, August 6, 2015

ERCOT Met Center, Room 168

9:30 AM

**Attendees:**

**In Person:**

* Debbie McKeever Oncor
* Tomas Fernandez NRG
* Bill Kettlewell ERCOT
* Ted Hailu ERCOT
* Monica Jones NRG
* Matt Tschetter ERCOT
* Eric Blakey Just Energy
* Carolyn Reed Centerpoint Energy
* Chip Koloini Golden Spread Electric Cooperative
* Becky Taylor Centerpoint Energy
* Kathy Scott Centerpoint Energy

**Phone or Web-Ex:**

* Isabelle Durham Centerpoint EnergyBrenda Gutierrez Texans Energy
* Diana Reyfeldt TNMP
* Raquel Bates Infinite Energy
* Sheri Wiegand TXU
* Tammi Stewart ERCOT

Debbie Mckeever, Co-Chair opened the meeting. Antitrust statement was read.

Debbie asked for introductions for each attendee (See above).

Meeting notes from the last RMTTF meeting from May 20th and July 8th meeting were reviewed and no changes were needed.

**Continue Development of Retail 101 Training**

Bill stated he received all the information he requested from the July 8th meeting and had some additional questions in regard to development of training.

* *Should we use CR “Competitive Retailer” or REP “Retail Electric Provider”:*
* Will use REP
* Will include \*aka\* for CR
* *TDU vs TDSP:*
* Will use TDSP since it aligns with protocols
* Will include \*aka\* TDU

Conversation was held about terminology and whether we want to mention terms from other markets.

Decision was made to focus on ERCOT terms and not mention terms from other markets

* *Metertaxonomy:*
* Standard vs Non-Standard
* IDR vs Non-IDR
* Remote –read vs Human Read
	+ Will Include all (Picture?)

Kathy suggested referencing RMGRR130 that was just put in place in Section 9 appendix D3 as a good starting point.

Eric pointed out we should talk about Interval Data vs Non-Interval Data meters instead of IDR vs Non-IDR

Ted wanted to make sure as a Task Force we are moving things forward and not holding up progress. Suggested possible homework assignments to avoid setbacks.

* *PUCT Substantive Rules:*

Bill Thanks Eric for the slides he provided.

Debbie suggested we have a PUCT Substantive Rules module and it was agreed that it would be useful

Eric suggested if a module is created, for each rule we include one link to the history of the rule and one link to the actual rule. Bill suggested more of an electronic job aid.

Ted summarized what will be developed is an overview of retail 101 training and a module/training aide on where to locate materials and how to navigate ercot.com.

* *Point to Point Transactions*
* Service Orders Request – 650s
	+ DNP/RNP
	+ Others
* Billing and Payment – 810s
	+ TDU Charges to the CR

Bill will prepare the material in this order:

***September:***

* Definitions, Introductions Roles and Responsibilities
* Retail Transactions
* Smart Meter Technology

***October:***

* History
* Market Rules
* Data Transparency

***Note: We will want a module on Texas Set built at a later time.***

**Continue Review of Training Modules:**

Matt reviewed Overview and Switch hold with changes from the July Meeting and had questions on IAG. Cancel with Approval module was ready to review as well.

* ***Reviewed Outline for all MarkeTrak modules planned:***
* Outline approved in the order it was drafted.
	+ Will add Glossary
	+ Dave Michelson’s team will initiate a draft for the glossary and the TF will make any necessary additions
* ***Reviewed Overview Module:***
* Matt to add highlighted Tab to User Profile Tab to draw attention to different tabs.
* Matt will make changes to the module, notify Co-Chairs when complete, Co-Chairs will send link to RMTTF and MTTF list serve by the 19th give one week for comments and get any changes if any back to Matt. We will review at MTTF meeting on the 24th.

Kathy suggested a post-survey once we roll out the modules to the market and per Bill’s suggestion, it will be developed in LMS.

* ***IAG Module:***
* Did not review these modules since Matt needed clarification and additional information on some material
* Instead of three scenarios *(Accepted, Denied, and Need More Info)* will complete an *accepted*, a *not accepted*, and a *needs more information* snippet. *Needs more information* is not planned for a full workflow through *acceptance* or *denied*.
* the last bullet point of *closing an issue* will remain when *disagreeing* to state it is not necessary to send a message as a courtesy even through protocol says we should.
* ***Switch Hold:***
* Matt to change image on last bullet point of introduction to a generic document. Currently a bill image.
* Rep of Record *agree* section will change business hours to red font color
* Will add a Flow Chart for the 4 hour time frame (infographic) into the introduction.
* Will add the acronyms to ribbons for Rep of Record
* Instead of saying CR will say Competitive Retailer or REP
* Matt will make changes to the module, notify Co-Chairs it is done, Co-Chairs will send link to RMTTF and MTTF list serve by the 19th give one week for comments and get any changes if any back to Matt. We will review at MTTF meeting on the 24th.
* ***Cancel with Approval:***
* Add *MVI, Switch, MVO* and the image to the left will include Texas Set Transaction Numbers.
* For *TDSP with Approval* will add “Although not as common, TDSP may use Cancel with Approval” to voiceover
* Matt will make changes to the module, notify Co-Chairs it is done, Co-Chairs will send link to RMTTF and MTTF list serve by the 19th give one week for comments and get any changes if any back to Matt. We will review at MTTF meeting on the 24th.

Meeting may be changed to September 15th due to AEP CR workshop.

No additional items to cover.

**Meeting Adjourned by Debbie at 2:30.**