**RMTTF Meeting Notes**

Tuesday, September 15, 2015

ERCOT Met Center, Room 168

9:30 AM

**Attendees:**

**In Person:**

* Sheri Wiegand TXU
* Debbie McKeever Oncor
* Tomas Fernandez NRG
* Bill Kettlewell ERCOT
* Monica Jones NRG
* Matt Tschetter ERCOT
* Kyle Patrick NRG
* Taylor Woodard ONCOR
* Carolyn Reed Centerpoint Energy
* Kathy Scott Centerpoint Energy

**Phone or Web-Ex:**

* Diana Rehfeldt TNMP
* Raquel Bates Infinite Energy
* Rhonda Robinson
* Tammi Stewart ERCOT
* Ted Hailu ERCOT

Sheri Wiegand, Co-Chair opened the meeting. Antitrust statement was read.

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

Sheri went over agenda and next meeting proposed date.

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| **Review RMTTF Meeting Notes -- 8/6/15** |  |

Correct the spelling of Diana from TNMP’s last name to “Rehfeldt”

**Review of MarkeTrak Online Training Series (Matt Tschetter)**

Matt asked if there was any feedback on the modules already rolled out.

* Carolyn from CNP stated Direct had positive reviews at the last MTTF meeting.
* Tomas from NRG stated internally it was rolled out and nothing but positive things being said.

Debbie asked this be a standard agenda item.

Matt from ERCOT will start to provide numbers of people taking training starting in October meeting.

* In the first 2 weeks – 38 total people have completes all or some of the 3 modules
  + 15- overview
  + 12 - switch hold
  + 11 - cancel
* ERCOT will look at breaking down the numbers by CR’s and TDSPs for next meeting.

Sheri stated we would present numbers of users to RMS through the RMTTF presentation.

*Note:*

*Going forward we will deactivate test links when posting trainings on LMS and prior to sending the market announcement. This is needed because if you use the test links it does not count the user as completing in LMS and will not provide an accurate count of people taking the training.*

Will keep open the 3 test links for the prior 3 trainings we already rolled out in LMS until the next time we roll out the newest module.

* *IAG review of revisions*
* Not Ready will review next meeting
* *MarkeTrak Online Training Outline schedule review*

Matt covered that the next training being developed is Usage/Billing.

* Would like feedback on script from the market before recording.
* Will send script to RMTTF listserve for feedback

* *Online Training Glossary*

Matt showed us the glossary tab in the tool.

Using terms from ERCOT in the glossary to remain consistent.

Advised us about the “Notes” tab in the training tool.

* Will look at renaming the tab “Transcript” instead of “Notes”
* Will use this tab to place the audio script. This will allow for those that don’t have audio view and read script instead.

There were no changes to the glossary recommended and we will proceed with what we have and make changes any changes as we go.

Matt will add Glossary and “Transcript” to the 3 modules that have already rolled out.

*\*\*We did not review any more training modules we will cover new ones on the next meeting.\*\**

**Retail 101 Training**

Bill asked for feedback before going over it.

* Sheri from TXU thought the presentation looked great but focused a lot on systems.
* Would like to see more details on the processing
* Bill reviewed and explained how the presentation is meant to be interactive
* Swim lanes were suggested

Discussed how facilitated training and online training may differ slightly. The TF will discuss those changes when we look to develop online training for Retail 101.

Retail 101 Facilitated training will be priority for now.

* *Slide 3:*
* Add timeline bullets to overview
* Add Retail Texas Standard Electronic Transactions instead of just Retail Transactions (Texas Set)
* Change Business Processes to Market Processes
* *Slide 4:*
* Instead of having definitions preloaded will define them as they are presented.
* Add Retail Texas Standard Electronic Transactions instead of just Retail Transactions (Texas Set)
* *Slide 5:*
* Add Texas Set working group bullet

*Note:*

*A laminated pocket card with transactions will be provided as a job aide in facilitated training*

* *Slide 8:*
* 810’s =
* Instead of TDSP Invoice should read Invoice
* Under Use should read bills for charges between market participants
* Payments =
* Under Use should read Payments between market participants

*Note:*

*Add municipality/co-op module to future training*

* 650’s :
* Instead of outage notification adding Planned outage notification
* 824’s:
* Removing TDSP and will read Invoice and usage Rejection.
* *Slide 9:*
* NAESB should read NAESB EDM
* Version may change
* EDM = Electronic Delivery Mechanism
* *Slide 10:*
* Will look at combining this slide with slide 9
* *Slide 11:*
* Like as is no changes needed
* *Slides 12-19*
* Will review again to look at combining and make more high level

We will save the slides created to use for later for a more in depth module on ECROT systems.

* Will make sure the reworked slides emphasize that the process ends in registration and settlements along with billing
* *Slide 20:*
* Will change header to “Market Processes” instead of “Business Processes”
* *Slide 21:*
* Will read “Typical Retail Market Process” instead of “Typical Retail Business Process”
* Will add the disclaimer that “these processes are typically initiated by customer request”
* *Slide 22:*
* Okay as is. But will move to the end of the scenarios (New slide 25)
* *Slide 23 - MVI:*
* Will become the MVI Slide
* Will use arrows to connect the dots and show the flow of the transactions.
* *Slide 24 - MVO:*
* Will use arrows to connect the dots and show the flow of the transactions.
* Will move this slide to be the last scenario
* Add link to swim lanes
* *Slide 25 - Switch:*
* Will use arrows to connect the dots and show the flow of the transactions.
* Will move before MVO scenario

*Note: Will look to see how to incorporate MIS*

* *Slide 26 Timelines:*
* This will be revisited and reworked
* *Slide 27:*
* Will show NASBE boxes and market participant back office systems.
* *Slide 28 Disconnect and Reconnect:*
* Will use arrows to connect the dots and show the flow of the transactions.
* Will remove “Rep must give customer at least 10 days notice”
* *Slide 29:*
* We will split into two slides one for 867’s and one for 810’s
* Will explain in detail what they are.

*We broke for lunch and returned from lunch at 1:40.*

**Reviewed Introductions, Roles and Responsibilities**

* *On Market Relationships*
* Bill will go back and tinker with the slide and make changes based on feedback from meeting attendees.
* *Roles and responsibilities*
* Change Transmission System to Transmission Grid
* Add language from PURA 39.1

*Note:*

*Will add matrix of prefixes of ESI ID’s per TDSP*

*Will add Smart Metering Technology Module*

Changes will be made and again reviewed in the next meeting.

**Gather Action Items**

Sheri and Tomas covered action items from today’s meeting.

Tomas asked Bill if we were still on track to review the modules scheduled for October. Bill confirmed they will not be ready until November.

***~~October:~~ November***

* History
* Market Rules
* Data Transparency

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**Next meeting date**

Debbie asked to have meeting moved to Oct 7th of Oct 8th

It was agreed we would look at changing meeting to Wednesday Oct 7th.

There were no additional items to cover.

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