**AMWG December 2015 Meeting Notes**

**December 15, 2015**

**9:00 a.m. – 3:30 p.m.**

**WebEx only**

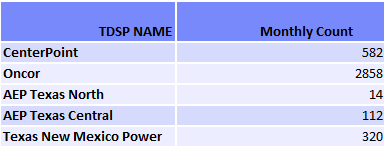
1. **Antitrust Admonition**- Esther Kent
2. **Introductions** – Attendees

|  |  |
| --- | --- |
| **Name** | **Company** |
| Esther Kent | CenterPoint Energy |
| John Schatz | TXU Energy |
| Rob Bevill | NRG |
| Taylor Woodruff | Oncor |
| Michele Gregg | OPUC |
| Bobby Roberts | Texas New Mexico Power (TNMP) |
| Andrea O’Flaherty-Brown | Solutions Cube - SMT |
| Ed Echols | Sharyland Utilities |
| Jim Lee | AEP |
| Rebecca Reed Zerwas | NRG |
| Steve Brightman | Southwest Energy Smarts (SWS) |
| Kathy Scott | CenterPoint Energy |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

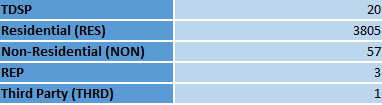
1. **Review draft meeting notes and action items from the November AMWG meeting and make necessary updates/revisions**
   * The group reviewed the November 2015 meeting notes. There were no revisions.
   * **Action Item:**
     + *John Schatz will send the notes to ERCOT for posting on the AMWG November 2015 meeting page*
2. **Update on all RMS-approved AMWG Change Requests**
   * Andrea O’Flaherty led the group in reviewing the updated Power Point of RMS Approved AMWG Change Request included in the attached Power Point document Slides 1-8:

* + - ****
  + **CR 2015-033**: Still “awaiting prioritization”
    - **Action Item:** Since there is no pressing need to take this item up this month with PUCT Project 42786 still pending Commission approval/guidance, AMWG agreed to deferring prioritization discussions until the January 19, 2016 AMWG meeting.

1. **Discussion of SMT December 2015 Release Activities**
   * Andrea O’Flaherty confirmed the following items will be included in the December 19, 2015 Release and also provided the group that market notices has been communicated in the market approved required timeframes:
     + **December 19, 2015 Planned Release**: Minor Release to Correct Deficiencies and Usability Defects
       1. **Third Party scheduled report expiration alignment with customer energy data agreement**
          - In October 2015 SMT corrected the defect that energy data agreements could not be extended / renewed further out than a total of one year. Prior to this defect fix energy data agreements had to be requested again after one year.
          - Currently Third Party Scheduled Reports for receipt of customer usage data contain an end date that will expire all scheduled reports within the previous one year limit
          - Currently every single report would have to be individually re-scheduled one by one
          - Scheduled Reports should automatically align themselves with the end date of the agreement
       2. **Invalid Request** 
          - Currently an SMT user can receive an Invalid Request message for pressing keys while waiting for the landing page to load after entering log in credentials
          - The message “It may take a few moments to authenticate your information and obtain your usage data” will be displayed after a user enters their log in credentials while they are waiting on the SMT landing page to be displayed
       3. **ROR validation simplification with friendly company name inputs from ERCOT –** 
          - Currently SMT is receiving multiple help desk calls from customers trying to register but they cannot find their ROR in the drop search box down list
          - SMT utilizes the ERCOT certified REP listing table and sometimes the legal name in that list does not match the brand name recognized by the customer
          - SMT will be adding the ERCOT REP “friendly” / switch name table to the SMT customer ROR search function
          - The customer can either select the legal name or brand name and both will allow the registration process to continue
       4. **Residential export report button incorrectly named**
          - Currently the Residential export report button for receiving usage reports is named Export Report in Excel
          - The reports are actually exported in CSV format
          - All other export report buttons are named correctly Export Report in CSV
          - The Residential export report button will be renamed correctly to Export Report in CSV
     + **Market Notice:** 
       1. The Release will be implemented December 19 and require an outage of the portal website, HAN and ODR from Saturday December 19, 2015 9:00 P.M. CST until Sunday December 20, 2015 9:00 A.M. CST
          - LSE file delivery and the FTPS folders **will not** be affected.
          - 30 day and 10 day Market Notices have been sent.
          - 3 day and 1 day notices are planned
     + ***Action Item:***
     + ***February 2016 Planned Release****: Andrea O’Flaherty’s update of additional functionality that wasn’t included into the December 19, 2015 Planned Release due to time limitations:* 
       1. **Toggle between daily usage view and the interval read view on the SMT website without having to change the date range – Requires more time and moved to Next Release February 2016**
     + This is AMWG CR 2013 014 that was supposed to be delivered with the Third Party release in 2014
     + Currently for usage views the SMT website utilizes the default of most recent day data
     + If a user enters a date range in a usage view and then moves to another view that date range is lost and the default of most recent day data is inserted
       - * SMT will now maintain user entered date ranges across usage views on the website
       1. **Browser experience session management for SMT Login page - Requires more time and moved to Next Release February 2016**
     + Currently when a user is logged into SMT and opens another tab in the same browser to utilize a second session of SMT they must re-enter their log in credentials again into the new tab
     + Per better industry practice when a user is already logged into a website and they open another tab for that same website they should not have to log in again
       - * SMT will be corrected so that if a user is already logged into SMT and they open a tab in the same browser for a second SMT session they will not have to enter login credentials. The user will be taken directly to the SMT landing page.
   * Andrea O’Flaherty stated she had received a request from PUCT Staff and CRs (REPs Of Records) requesting the total number of Customers (**not ESI IDs**) they currently have registered on Smart Meter Texas (SMT). For Customer Counts by Rep of Record requests, SMT has implemented the following procedures:
     + SMT customer count by ROR information available upon request
     + REPs may contact Andrea O’Flaherty to receive data on the number of customer they have that have accounts on SMT
     + Andrea may be contacted at [Andrea.oflaherty@solutionscubegroup.com](mailto:Andrea.oflaherty@solutionscubegroup.com) or 214-663-2543
2. **Review Proposed Revisions to AMWG Procedures**
   * Due to PUCT Project 42786 still pending at the Commission that could have an impact on the AMWG Change Request process including the Change Request form the consensus of the AMWG attendees agreed to defer the AMWG Procedures draft changes until the January 19, 2016 AMWG meeting. Rob Bevill stated his proposed changes discussion can also be led by Rebecca Reed Zerwas since his last date of employment with NRG is January 4, 2016.
   * **January 19 2016 Agenda Topic and Action Item:** 
     + *Review proposed revisions to AMWG procedures.*
     + *Review AMWG Change Request Form redlines changes.*
     + *AMWG Leadership: Ensure all draft documents (latest and greatest) are posted to January 19, 2016 AMWG Meeting Key Documents*
3. **Discuss any questions related to the SMT monthly Market reports for November 2015**
   * Reviewed Help Deck Ticket Report that reflects a significant decrease in tickets open. Andrea attributed the reduction to Log-in and Website access functionality corrections that were implemented into production during the October Usability Release. Question from John Schatz—why does this November Help Desk report only reflect one month, it should include 11 months prior reports for comparison and at a glance show progress?
   * **Action Item:** *Andrea O’Flaherty will inquire with the SMT Team to find out why only one-month was provided in the November Reports and Andrea will make a request that all 12 months be included in the future?*
   * Andrea O’Flaherty led and AMWG reviewed the following Reports:
     + End to End File Processing Completeness – NOV 2015 - Reported 100%
     + SMT API and FTPS Services Availability – NOV 2015 - Reported 100%
     + SMT Number of Accounts by Type AMWG CR 2014 009 – NOV 2015
       1. **Note:** Unable to compare without prior months’ reporting totals.
     + SMT ODR Details – NOV 2015
       1. **Total ODR Requests TDSP wise statistics:**



* + - 1. **Total ODR Requests User type statistics:**



* SMT Third Party Statistics Report Reporting Period: November 2015 (monthly). Report Date: 01-Dec-2015.

* + - 
    - <http://www.ercot.com/content/wcm/key_documents_lists/55957/SMT_Third_Party_Satistics_Report_Reporting_Period_November_as_of_12.1.15.docx>
  + Michele Gregg asked is there any way we would know if an Third Party application was rejected or was it just not responded to within the time allocation provided in the process?
  + **Action Item:** 
    - *Andrea O’Flaherty will inquire with the SMT Team on the report name is incorrect and needs correcting to show only the reporting Month and not Report Date.*
    - *Andrea O’Flaherty will inquire with the SMT Team concerning if the Third Party Statistics can be shown as Rejected and Non-Response Statistics? Making sure the Market has a clear understanding of what is rejected vs. what is a non-response.*

1. **Critical Upcoming Events**

* 2016 Leadership –
  + Esther Kent provided AMWG attendees with a reminder that 2016 Leadership voting will be conducted during the January 19, 2016 AMWG meeting.
  + Nominations for 2016 AMWG Leadership should be sent to Dave Michelsen at ERCOT email address: [David.Michelsen@ERCOT.com](mailto:David.Michelsen@ERCOT.com)

1. **Review action items and agenda items**
   * ***Action Item:***
     + *John Schatz will send the notes to ERCOT for posting on the AMWG November 2015 meeting page*
   * ***CR 2015-033****: Still “awaiting prioritization”* 
     + ***Action Item:*** *Since there is no pressing need to take this item up this month with PUCT Project 42786 still pending Commission approval/guidance, AMWG agreed to deferring prioritization discussions until the January 19, 2016 AMWG meeting.*
   * ***Action Item:*** 
     + ***February 2016 Planned Release****:* 
       1. *Andrea O’Flaherty’s update of additional functionality that wasn’t implemented into the December 19, 2015 Planned Release.*
       2. *Market Notice Plans*
       3. *Planned Release: System Outage Dates and Timeframes etc.*
   * **Review Proposed Revisions to AMWG Procedures**
     + **January 19 2016 Agenda Topic and Action Item:** 
       1. *Review proposed revisions to AMWG procedures.*
       2. *Review AMWG Change Request Form redlines changes.*
       3. *AMWG Leadership: Ensure all draft documents (latest and greatest) are posted to January 19, 2016 AMWG Meeting Key Documents*
   * **Action Item:** 
     + *Andrea O’Flaherty will inquire with the SMT Team to find out why only one-month was provided in the November Reports and Andrea will make a request that all 12 months be included in the future?*
   * **Action Item:** 
     + *Andrea O’Flaherty will inquire with the SMT Team on the report name is incorrect and needs correcting to show only the reporting Month and not Report Date.*
     + *Andrea O’Flaherty will inquire with the SMT Team concerning if the Third Party Statistics can be shown as Rejected and Non-Response Statistics? Making sure the Market has a clear understanding of what is rejected vs. what is a non-response.*
2. **Identify Items to present at the next RMS meeting**
   * *Esther Kent and John Schatz Action Item*

***January 19, 2016 Agenda Topics:***

* *2016 AMWG Leadership Voting,*
* *Review AMWG Procedures and Change Request Form,*
* *December 19, 2015 SMT Post Implementation Update,*
* *SMT February 2016 Planned Outage Update:* 
  + *Functionality being delivered,*
  + *Dates/Timelines and*
  + *Market Notice Plans*
* *Monthly Report Updates including new 3rd Party Statistics Report*
* *Change Request Status Update including Prioritization of Change Request 2015-033,*
* *If available Status of PUCT Project 42786*

Meeting adjourned at approximately 9:42 a.m. ***Happy Holidays to All!!!!***

**Next Meeting**

* + Date/Time: January 19, 2016: 9:00 a.m. to 3:30 p.m.
  + Location: ERCOT Met Center Conference Room 168 and via WebEx