**RMTTF Meeting Notes**

Tuesday/Wednesday, February 2-3, 2016

ERCOT Met Center, Room 206/ Room 102

*2:00pm to 4:00 pm February 2nd*

*9:30am to 3:30pm February 3rd*

**Attendees February 2nd:**

**Presenters & Support**

* Sheri Wiegand TXU
* Tomas Fernandez NRG
* Debbie McKeever Oncor
* Bill Kettlewell ERCOT
* Sarah Heselmeyer ERCOT
* James Allen ERCOT
* Patrick Coon ERCOT
* Lindsay Butterfield ERCOT
* Jim Lee AEP
* Kathy Scott CNP

A few logistic notes for the Retail 101 Training:

* Instructors can relinquish seats as more MPs register
* No microphones in the room, presenters will have to repeat the questions for WebEx participants
* Sarah & James will monitor “chat” functionality for WebEx participants who have any questions
* ERCOT will manage any parking lot questions if necessary

Goal for presenting is ~ 2 min/slide

Modules 1 – 3 were presented

* History (Bill)
* Roles & Responsibilities (James & Tomas)
* Market Rules (Lindsay)

**Attendees Day 2, February 3rd**

* Debbie McKeever Oncor
* Matt Tschetter ERCOT
* Jim Lee AEP
* Sheri Wiegand TXUE
* Kathy Scott CNP
* Patrick Coon ERCOT
* Tomas Fernandez NRG
* Monica Jones NRG
* James Allen ERCOT
* Sarah Heselmeyer ERCOT
* Dave Michelson ERCOT

Via WebEx

* Carolyn Reed CNP
* Cheryl Franklin AEP

Previous meeting minutes were approved as submitted.

**On-line MarkeTrak Training - statistics & plan**

The number of viewers presented at last week’s RMS meeting are current. ACTION: RMTTF had requested a breakdown of users by the # of REPs, # of TDSPs, etc. Kathy Scott would like to present these numbers to TAC and RMTTF should have available to report at the next RMS meeting. Matt will provide information the last week in February.

Based on our previous reviews, the team has set a goal of utilizing two RMTTF meetings to complete a module – review of scripting, then review of on-line module. With an aggressive goal, we are encouraging market participants to come prepared with comments to review each piece. That being said, it was requested ERCOT have the scripting available two weeks prior to the meeting for internal reviews. ACTION: Matt will develop a schedule for the remaining modules. The thought is to have the scripting being prepared for the next module while reviewing the on line segment for a different module. The team will review at the next meeting.

**Usage & Billing module**

Usage & Billing Dispute suggested revisions:

* Same NIDR pop up – slide 2
* Add pop up on “other” subtype – slide 2
* Adding NIDR pop up on “unhappy” path example
* Add yellow box “if marked unexecutable” a new MT needs to be issued

AMS LSE Missing suggested revisions:

* Slide 1 – overlay MT#s and print date range
* Intro- change second bullet to AMS meter – delete ‘profile’ and italicize ‘one’ and ‘two’
* Comments – green and add comments
* Pop up on pending complete box
* Pop up ‘unexecutable – incorrect information’ – slide 3

AMS LSE Dispute suggested revisions:

* Change to AMS meter – second bullet as described above
* New screen shot for Supplemental AMS Interval Data extract – markets > retail > supplemental
* Change UIDAMS voiceover
* Comments – make green - 2x

Matt should have corrections completed by Friday, February 5th. ACTION: Sheri will send out to the RMTTF listserve requesting comments by February 19th to leadership.

**Retail 101 Training**

Modules 4 – 6 were presented

* Transactions (Sarah & Dave)
* Advanced Meter (Jim & Sheri)
* Market Data ( Bill & Debbie)
* Jeopardy Game (Bill)

Follow up surveys will be sent to participants with a link to LMS. Emails will be sent before class has ended. Standard questions will be utilized including instructor feedback.

Some additional suggested revisions for the deck, realizing ERCOT has already ‘gone to print’:

* Slide 95 – change to ‘TDSP tariffs’ in lieu of PUC Subst Rules
* Slide 86 – change to ‘originated from ERCOT’
* Slide 110 – premises instead of customers
* Slide 128 – showing how to get to MIS from the home page – screen shot+

Roadshow – potential dates for Dallas and Houston stops

Dallas – early May – Debbie and Sheri will coordinate location – TXUE or Oncor

Houston – late September – Kathy Scott to coordinate date at CNP location

The idea is for two consecutive days, the first being Retail 101 and the second day being MarkeTrak 101. The ~ dates above align with test flight schedules.

**RMTTF 2016 Goals & 2015 Accomplishments**

Debbie will send to the RMTTF listserve for review and comment so these may be delivered at the next RMS meeting.