**RMTTF Meeting Notes**

Thursday, March 3, 2016

ERCOT Met Center, Room 102

*9:30 to 4pm*

**Attendees March 3:**

**In Person:**

* Sheri Wiegand TXU
* Tomas Fernandez NRG
* Ted Hailu ERCOT
* Tammi Stewart ERCOT
* Monica Jones NRG
* Carolyn Reed Centerpoint Energy
* Kathy Scott Centerpoint Energy
* Jim Lee AEP
* Matt Tschetter ERCOT
* Debbie Mckeever ONCOR
* Lindsay Butterfield ERCOT
* Patrick Coon ERCOT

**Phone or Web-Ex:**

* Diana Rehfeldt TNMP
* Cheryl Franklin AEP

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

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

Sheri went over agenda

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| **Review RMTTF Meeting Notes – February 2-3, 2016** |  |

No Changes made and approved.

**Follow-up  Retail 101 Training**

50 – Live Registered

55 - WebEx

Survey Results

Reviewed survey results:

28 total completed

* Will make changes to question 2 of the survey to add:
* Retail Operations
* Change Retail Marketing to Retail Advocacy
* Change Question 5 to read:
	+ Where did you attend this ERCOT Market training
* Question Number 6
	+ Strongly Disagree comments may be an anomaly since the write in comments were positive.

Reviewed survey comments:

* What was the MOST effective aspect of this course?
	+ Add more interactive questions at the end of modules
* What changes in instructors’ teaching styles would make this course more effective?
	+ Review training deck for Acronyms and how we use them



Review minor revisions to deck:

Review concept changes -- market rules, UFE, quiz at the end of each module:

See document below and :



Revision for Next Time Tab Discussion:

* Slide 93: Add link to TDSP timeline matrix
* Slide 108: Jim (AEP) to update this slide
* Slide 109: Change call out and correct to 214
* Slide 118: Add call out for Chapter 6 of tariffs for additional time lines

*Homework for Presenters: Add notes to slides* (ERCOT to send transcript of recorded training)

Future Revisions Tab Discussion:

See revised spreadsheet with notes:

* *Presenters to send questions for end of module (interactive piece) for Wednesday March 9th to Bill.*
* *Any revisions to deck from to do’s due also on March 9th. (Jim and Sherri)*
* *Revised deck no later March 23rd from ERCOT. ERCOT to confirm.*
* *Comments due on Monday, March 28th, noon.*
* *WebEx March 29th @ 2pm to review comments or any critical changes.*

**Retail 101 Training Roadshow logistics**

* Dallas -- May 5th
* Houston -- September 27th

**MarkeTrak 101 Training Roadshow**

* Dallas -- May 6th
* Houston -- September 28th

**MarkeTrak 101 –**

*Presenters will review their sections and make any changes needed.*

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<http://www.ercot.com/services/training/course/97#materials>

* + *Add quiz question*
	+ *Review to make sure content is correct and up to date*
	+ *Changes should be final and ready to compile by ERCOT*

*Changes due by March 23rd to ERCOT (training@ercot.com).*

*ERCOT (training@ercot.com) to assemble compiled deck and send out no later than March 30th.*

*Will review final version with any questions and comments to review April 6th meeting*

*Will have dry run of training on Tuesday, April 19th.*

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**Review scripting for Day to Day on line MarkeTrak module**

*Reviewed Day to Day scripting but did not finish will complete at April RMTTF meeting. Please see document below for changes.*

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**Tenative, April 6 RMTTF Agenda:**

* Next Meeting Wednesday April 6th
* Review the rest of Day to Day MarkeTrak Module scripting
* MarkeTrak 101 review

May 27th Matt to have Day to Day MT module completed and sent to co-chairs to distribute for comments prior to June 9th meeting.

June review bulk insert scripting and finalize Day to Day MT module

**Meeting Adjourned.**