**RMTTF Meeting Notes**

Thursday, June 9, 2016

ERCOT Met Center, Room 102

*9:30 to 4pm*

**Attendees June 9:**

**In Person:**

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

**Phone or Web-Ex:**

* Diana Rehfeldt TNMP
* Cheryl Franklin AEP
* Ted Hailu ERCOT

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

* There is a new shorter Antitrust statement on ERCOT.com

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

Sheri went over agenda

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| **Review RMTTF Meeting Notes – May 17, 2016** |  |

No Changes made and approved.

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**Confirm schedule for upcoming instructor led training**

* RETAIL 101 - September 27th– Houston
* MARKETRAK – September 28th – Houston
* MARKETRAK - November 8th – Austin
	+ Will look at proceeding without ERCOT presenters
	+ *Will verify next meeting*
	+ Will look at adding IAS Training (before or after)
		- Will reserve ERCOT room 206 on Monday, November 7

**Review ACTION ITEMS from last meeting**

* Addition of "run times" for each modules – Matt
	+ *Can do will have implemented by the EOD*
* Draft script for Market Rule to reflect current process – Matt
	+ - *A few cosmetic changes and addition of pop-ups*
* Revisions to Day to Day on line module – Matt
	+ *Reviewed the online module D2D ERCOT Initiated*
		- *Changes to definition slide*
			* *Make second bullet a sub-bullet*
		- *A few cosmetic changes and addition of pop-ups*

*\*Should be ready by EOD, Friday June 10th ready to circulate D2D module via LMS and email*

*\*Tomas will forward to RMS,RMTTF, TDTMS once complete and email is sent.*

* Review of script for Bulk Insert – All
	+ See below

**Review *Bulk Insert* module for MarkeTrak on-line series**

* Will add Tips and Tricks document to resource section and let people know it is there to download and print.
* Will have other pieces of the module ready to distribute for review by Friday, June 24th. Comments can be sent to Co-Chairs or dial into July meeting.
* Will finalize module at July 12th Meeting

**Review *Administrative Functionality* script for MarkeTrak on-line series**

Please see attached document for changes made.



*\*Admin form and instructions to be updated to current processes by ERCOT*

**Tenative, July 12 RMTTF Agenda:**

* Next Meeting Tuesday, July 12th
* MarkeTrak - November 8th – Austin
	+ Will we proceed as scheduled
	+ Do we add IAS Training for November 7th
* Review Numbers from MarkeTrak online training modules
	+ Two new modules added
* Finalize Bulk Insert Module
* Review Administrative Functionality Module
	+ Develop script for Reporting and Escalation Contacts in Roledex

Retail 101 Training or Next Module depending on availability

Room number is 1360 13th Floor 1111 Louisiana. CNP training. ERCOT TO update.

**Meeting Adjourned.**