**09-08-16 RMTTF Meeting**

Sheri Wiegand chaired the meeting and called the meeting to order.

Antitrust and evacuation plans were read.

Attending:

In Person

Sheri Wiegand, TXU

Debbie McKeever, Oncor

Kathy Scott, Centerpoint

Patrick Coon, ERCOT

Jim Lee, AEP

Monica Jones, NRG

Carl Brown, Oncor

Carolyn Reed, Centerpoint

Web-ex

Cheryl Franklyn, AEP

Diana Rehfeldt, TNMP

David Hanks, ERCOT

Lindsay Butterfield, ERCOT

Ted Hailu, ERCOT

Matt Tschetter,ERCOT

Meeting Notes for 09-08-16 RMTTF Meeting

Meeting notes from last month are accurate and considered final. No changes were received.

Action Item from last month for ERCOT on LMS features

Patrick provided the update and confirmed that the possibility for MPs to update their records such as when they change companies, this can be done. They may open it up. Some fields need to be changed only by ERCOT such at the NERC certification number. ERCOT is checking to see if only selective fields may be “opened”. ERCOT will provide another update on this next month.

See LMS ppt.

Comments:

Maybe ERCOT can find a different word other than “account”.

Slides were changed during the meeting. See updated ppt at next month’s meeting. Patrick will add screen shots for actual registration and not “adding to wish list”

Action Item for ERCOT:

Matt said that they could change one of the existing certificates noting completion (Blackstart) and add for Marketrak. Look at next month’s meeting.

Can the certificates be retroactive? Matt to check.

LMS Updated numbers for training.

Number looks low. About 3 weeks of time and only 13 people have had training during that time.

From 509 to 522.

Numbers for training September 27, 28:

* Retail 101 is full at 60 with 13 on the waiting list.
* Marketrak currently has 45 people.

Training – administrative

Kathy said that the Centerpoint room will be fully equipped. They will have signs downstairs.

Matt will run the web-ex.

Lunch and snacks will be served.

Retail 101 and Marketrak ppt decks.

For the Marketrak deck, slides 55, 57 and 159 were updated.

For the training;

Monica will bring the tips and tricks for Bulk Insert and Carolyn will bring out printouts for the Quick reference. ERCOT has the laminated cards for TX SET transactions.

Matt is reordering the ppt.

List of agenda items included in the Marketrak ppt were reviewed. No changes were made.

David will do the demo and will take requests for demos.

He will definitely do the reports in the demo and they can follow along in their book as they create them.

Meeting notes from last month includes the agenda items/list of how the slides will work. The notes are posted on today’s meeting page.

Matt to reorder and let the presenters to make sure it is in synch with how it was agreed.

He will get that out around end of next week.

Sheri to print out the agenda for the training for the presenters.

Training plan for 2017 with instructors.

There will be three 2-day sessions in 2017.

Action Item: Patrick to determine location and finalize dates for the February training.

Dates preferred should be 1-31, Feb 1 or Feb 1, Feb 2.

IAG Training will take place in June in Dallas. We should all look at the deck which is posted online on the ERCOT LMS.

Admin module will be out by Tuesday before RMS. The updated module will include the changes noted at the last meeting.

Everyone should review the DEV LSE script.

Carolyn and Tammy to get together and review together.

Tammy has committed to providing the DEV Non-LSE script for RMTTF list serve by September 28th EOD. This will be reviewed at the October meeting.

Proposed agenda for October meeting :

* Complete review of the DEV LSE script
* Review of the DEV Non-LSE script
* Review survey results for the September Houston training
* Follow up for the LMS “how-to’s” deck