**12-06-16 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

Kathy Scott, Centerpoint

Patrick Coon, ERCOT

Matt Tschetter,ERCOT

Marty Allen, ONCOR

Jim Lee, AEP

Monica Jones, NRG

Carolyn Reed, Centerpoint

Web-ex

Debbie McKeever, Oncor

Cheryl Franklyn, AEP

Diana Rehfeldt, TNMP

Tammy Stewart, ERCOT

Meeting Notes for 12-06-16 RMTTF Meeting

Meeting notes from last month (11-3-16) are accurate and considered final. No changes were received.

Finalize DEV module release:

* DEV LSE
	+ Remove Matt’s name on Screenshots
	+ Transition the date change sooner in “Notifications”
		- Change the date to reflect 2016 (a more current date)
	+ Add pop up stating that “There will be no additional transactions sent to update the DEV status. Changes will be reflected in the 727 Extract.”
* DEV Non-LSE
	+ Add that “This sub-type may only be submitted by the TDSP”

Changes will be made to module by 12-7-2016 and sent to RMTTF leadership and participants to spot check.

ERCOT will send market notice that new trainings are available the week of 12-12-2016.

Review any revisions to MarkeTrak & Retail 101 decks:

After discussing as a group it was decided that we would leave Retail 101 training as is and not make any changes.

Confirm presenters for January 31st & February 1st - MarkeTrak & Retail 101 training:

* Retail 101
	+ Ilene and Sarah will continue as presenters for Retail 101 in Georgetown.
	+ Marty from ONCOR will fill in for Jim’s sections
	+ Lisa Summers will be presenting the sections Lindsey Butterfield previously presented.
	+ Lisa, EIlene, and Marty will attend January 2017 meeting to take a practice run at their sections.

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| --- | --- | --- |
| Retail 101 | RMTTF Instructors |  ERCOT Instructors |
| Bundled Utilities to Current Market |  | EILEEN |
| Intro, Roles and Responsibilities | TOMAS | LISA |
| Market Rules |  | EILEEN |
| Retail Transaction Processing |  | SARAH  |
| Advanced Meter Technology | SHERI  |   |
| Data Transparency/Availability | DEBBIE | LISA |

* MarkeTrak 101
	+ Sarah and Dave will continue to support this training in Georgetown

Review Email On line MarkeTrak script:

The email document was reviewed and changes made using the track functionality in word.

Develop an outline for the Reporting on line MT module:

This was discussed briefly and a request was made for use to review an outline for this module in January’s meeting.

 High level thoughts include:

1. Navigation
2. Sample Reporting.

Review 2016 Accomplishments:

These were reviewed and will be finalized at the January RMTTF Meeting.

Review 2017 Goals:

These were reviewed and will be finalized at the January RMTTF Meeting.

Proposed agenda for January 2017 meeting :

* Review Retail 101 Online Training
* Dry Run of Retail 101 sections for new presenters
* Create/Review Reporting Module Outline
* Finalize 2016 Accomplishments and 2017 Goals