**AMWG November 2016 Meeting Notes**

**November 15, 2016**

**9:30 a.m. – 1:00 p.m.**

**ERCOT Met Center Room 168 & WebEx**

1. **Antitrust Admonition**- Esther Kent
2. **Introductions** – Attendees

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| **Name** | **Company** |
| Esther Kent | CenterPoint Energy |
| John Schatz | TXU Energy |
| Jim Lee | AEP |
| Andrea O’Flaherty-Brown | Solutions Cube – SMT |
| Michele Gregg | OPUC |
| Kathy Scott | CenterPoint Energy |
| Sam Pak | Oncor |
| Carolyn Reed | CenterPoint Energy |
| Jeff Stracener | AEP |
| Bobby Roberts | TNMP |
| Rob Bevill | SPEER |
| Caitlin Smith | Jewell & Assoc. |
| **WebEx** |  |
| Kelly Tidwell | Direct |
| Debbie McKeever | Oncor |
| Sheri Wiegand | TXU Energy |
| Kaci Jacobs | TXU Energy |
| Ken Conway | Oncor |
| Randy Roberts | ERCOT |
| Brian Bowen | First Fuel |
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1. **Review draft meeting notes and action items from the October AMWG meeting and make necessary updates/revisions**
   * The group reviewed the October 2016 meeting notes, with no revisions.
   * **Action Item:** *Esther Kent will send the notes to ERCOT for posting on the AMWG October 2016 meeting page.*
2. **ERCOT AMS Data Updates**
   * ERCOT’s Randy Roberts led the group through the AMS data update / reports.
   * 867 vs. AMS Jul16 Report: the group discussed whether the detailed charts are needed. The group agreed to request the charts on an as-needed basis. The first 4 tabs of the report will still be provided.
   * AMS Load Date Lag: the group noticed and discussed a “big spike” for the Sept. 18th – Sept. 20th period. This was not attributed to ERCOT, instead, the spike was caused by a single TDU (potential opportunity for individual TDU reporting).
   * AMS Volume & Count Report: There were no comments / questions from the group.
   * AMSR Cycle Read Analysis: There were no comments / questions from the group.
3. **Update on SMT**

* Andrea O’Flaherty reviewed with the group:
  + Re-cap of the 2016 SMT Disaster Recovery Exercise
  + Overview of SMT Sprint releases and maintenance schedule
  + December SMT Sprint release information / content
  + Date and release where the ESIID entry was shortened to 9 digits
  + SMT Share Feedback – confirmed receipt of “historical dump” to AMWG and reviewed SMT October Share Feedback
  + **Action Item:** *Esther to remove Share Feedback docs from AMWG meeting page, redact customer names, and re-post to AMWG main page*
  + SMT Help Desk SLA targets – Andrea stated that SMT uses industry standards, but SMT-specific performance is confidential to the JDOA contract for SMT operations. Bobby Roberts (TNMP) stated that all SMT Help Desk SLAs are “above 99%”
  + AMWG Change Requests – assignment to “high-level” categories (buckets)
  + SMT documentation describing the 3rd Party process
  + **Action Item:** *Esther to request ERCOT post 3rd Party User Guides, Residential User Guides, and REP User Guides to the AMWG main page*
  + Existing SMT reports that are not already received by AMWG. The group concluded that the SMT Monthly Log-In Report is the only report not provided to AMWG on a monthly basis
  + **Action Item:** *Andrea to provide the SMT Monthly Log-In report to AMWG’s monthly meetings*
  + Additional categories will be added to the 3rd Party reports
  + Additional categories will be added to the SMT Help Desk Tickets report, to provide additional reporting granularity
  + SMT Monthly Market Reports – the group inquired if SMT GUI unplanned outage hours could be tracked and reported?
  + **Action Item:** *Andrea to research if SMT GUI unplanned outage hours are available to report to AMWG*
  + **Action Item:** *Esther to request ERCOT post the October SMT Help Desk Ticket Reports and SMT Monthly Market Reports for posting to the November AMWG meeting page (documents were not posted as of meeting time)*

1. **Review 2016 AMWG Goals**
   * The group reviewed AMWG’s progress towards its 2016 goals
   * **Action Item:** *John Schatz to update the goals, send to Esther for review, and provide to ERCOT for inclusion in the January RMS meeting materials (may be included with the AMWG update to RMS)*
2. **Review 2017 AMWG Meeting Dates / Times**
   * The group discussed potential 2017 AMWG meeting dates and concurred on the following:
     + Jan. 19th, Feb. 16th, March 9th, April 20th, May 18th, June 22nd, July 20th, Aug. 23rd, Sept. 21st, Oct. 18th, Nov. 16th, and Dec. 14th. Meetings will begin at 9:30 a.m.
   * The group also concurred that the Dec. 2016 AMWG meeting will be cancelled
   * **Action Item:** *John**will submit to ERCOT the AMWG-requested meeting dates and room preference*
   * **Action Item:** *John**will notify ERCOT of the Dec. 2016 AMWG meeting cancellation*
3. **Review action items and agenda items**
   * The action items and agenda items were reviewed with the group
4. **Identify items to present in the next RMS meeting**
   * Not taken up

Meeting adjourned at ~12:43 p.m.

December AMWG meeting is cancelled

Next meeting: January 19th, 9:30 a.m. – 3:00 p.m., at ERCOT Met Center room 168 and Web-Ex