**RMTTF Meeting**

April 6, 2017

9:30 AM

Oncor – Energy Experience Center

Dallas, TX

Sheri Wiegand, co-Chair of RMTTF chaired the meeting and read the antitrust statement.

Attending in Person

Carolyn Reed, Centerpoint

Sheri Wiegand, TXU

Kathy Scott, Centerpoint

Tomas Fernandez, NRG

Monica Jones, NRG

Sam Pak, Oncor

Ted Hailu, ERCOT

Jim Lee, AEP

Synetrick Haynes, CNP

Attending via Call

Diana Rehfeldt, TNMP

Matt Tschetter, ERCOT

Monsherra Ondanga, Oncor

Meeting notes from March 2nd were approved. Action Items were reviewed and discussed:

* Ted has provided LMS MT on line statistics to Sheri
* Tomas completed revisions of the LMS instructional deck for registration
	+ This deck will be housed by ERCOT probably under Training – more to come
	+ RMTTF will house on landing page once market notice is sent out by ERCOT
* Ted corrected times on LMS for Dallas IGL training
* Ted confirmed one week and one day LMS reminder emails have been engaged and will apply for our upcoming training
* Sam forward to Ted hotel/parking info for the Dallas training which will be incorporated in the next email notice to the market as an attachment

**LMS Functionality**

Matt noted LMS was upgraded last Friday and the landing page is slightly different. Tomas and Matt will work together to update the registration instruction deck with any new screen shots required. Matt is also updating the Course Catalog to default to “ERCOT” instead of “Market” for improved visibility.

**MarkeTrak On-line Modules**

Ted provided the latest statistics for LMS MT on line users –reports indicate 631 total users, which is up from the last report of 627 users at the middle of March.

**Market Notice for Retail 101 & IGL Training**

Ted will send another market notice reminding about the training to RMTTF, RMS, COPS, TxSET, and TDTMS listserves on Tuesday of next week and will attach the parking/hotel info.

Deadline for sign up will be May 1st. Ted will provide a list of participants to Sam/Debbie for lunch planning.

**Retail 101 & IAG Training- Dallas Presenters/Logistics**

Per Ted, ERCOT Retail 101 presenters will be as follows:

* Eileen Weaver – Modules 1 (From Bundled utilities to Current Market Design) and Module 3 (Market Rules)
* Sarah Heselmeyer – Module 4 (Retail Transaction Processing)
* James Allen – Module 2 (Introductions, Roles and Responsibilities) and part of Module 6 (Data Transparency and Availability)

ERCOT will provide presentation booklets.

ERCOT trainers will have the WebEx host key for set up.

Presenters should arrive at Oncor by 8:15 am.

Kathy will have provide name tags and candy.

Room will be set up “horseshoe” style.

Sam will check to see if a clicker is available.

Sheri will send list of presenters and agenda for IGL to other presenters.

**MarkeTrak On Line Training – Reporting Module**

The task force reviewed the Reporting script. Attached please find suggested revisions. The task force extended their gratitude to Tammy Stewart for drafting a thorough clear message.



**IAG Presentation Deck Review**

The task force reviewed the deck and performed minor revisions.

Matt will complete revisions and send the deck for review by early next week.

The plan is still on schedule.

APR 7th – Final revisions are due to Matt

APR 14th – revised deck will be available from Matt

APR 21st – final approval of deck due to Matt

APR 24th – deck goes to print for training

MAY 4th – IAG training in Dallas at Oncor offices

Meeting was adjourned.