RMTTF MEETING

Thursday, September 21st, 2017

9:30 AM

ERCOT Met Center – Room 102

Meeting Notes

Wiegand, Co-Chair of RMTTF opened the meeting.

Antitrust Admonition was read by Sheri.

Attending:

In person:

* Tomas Fernandez NRG
* Sheri Wiegand TXU
* Carolyn Reed Centerpoint
* Kathy Scott Centerpoint
* Jim Lee AEP
* Art Deller ERCOT
* Monica Jones NRG

Via phone:

* Diana Rehfeldt TNMP
* Debbie McKeever Oncor
* Matt Tschetter ERCOT

**ACTION ITEMS** from last month’s meeting were reviewed. No corrections to the minutes.

* REMINDER: ERCOT training presenters need to send an email to Matt (ERCOT) on the sessions attended so they may receive credit for the classes.
* Cancel w/Approval MT pop up will continue through the SMRD (Scheduled Meter Read Date) instead of 2 days prior
* TDTMS/RMTTF will work to update the MT User’s Guide to reflect the changes to Cw/A

**LMS Statistics**

There were 709 LMS Users for the MarkeTrak training series.

**Cancel w/Approval MT on line module**

* Matt is performing some cosmetic changes to the module – updated screen shots, new logo, and will increase the volume
* On all pop up notices, after ‘proceed’ change the parenthetical to read “prior to SMRD”
* We have decided to keep the second checkpoint question
* Cancel w/o Approval – Scenario D – remove “ticket” and replace with “issue”
* Changes will be reviewed in November

**MT Overview on line module**

Reviewed all recommended changes, module is ready to ‘re-release’

**Switch Hold on line module**

Suggested following revisions:

* Increase volume
* Add a Script tab
* “once the ***valid*** documents have been reviewed and verified” – change the scripting
* Capitalize DUNS on pop up
* Add Mon-Fri Business Hours 8-5 and change on all applicable pop-ups
* Add the pop up regarding “closure of the MT rather than Auto-complete”
	+ ACTION ITEM: Sheri will look up standard messaging from other on line modules
* Matt will have ready for review in November

**Retail 101 & IAG Training**

* As of the date of cancellation, the following participants had registered for the training;
	+ RETAIL 101 27 ILT 18 WebEx
	+ IAG Training 26 ILT 8 WebEx
* **Proposed new dates** – **December 5th** Retail **, December 6th** IAG, December 7th RMTTF – Houston
* Art Deller has confirmed ERCOT Trainers are available for the proposed December dates
* Market Notices will be sent out after October 10th’s RMS to ensure RMS is cancelled for December 5th
* Other dates under consideration if RMS is not cancelled for December 5th are Jan 10th-11th or Jan 17th -18th

**2018 Training**

Proposed Training dates for 2018 aligning with Flight Testing:

**February** – AUSTIN – **WebEx only** (training will align with RMTTF so all presenters will be available at ERCOT to conduct the training)

 Tuesday, January 30th RETAIL 101

Wednesday, February 1st INADVERTENT GAIN Training

Thursday, February 2nd RMTTF Meeting

**May** – DALLAS – Instructor led

 Tuesday, May 1st RETAIL 101

 Wednesday, May 2nd TxSET Training

 Thursday, May 3rd RMTTF Meeting

**September** – HOUSTON – Instructor led

 Tuesday, September 25th RETAIL 101

 Wednesday, September 26th TxSET Training

**RETAIL 101 WBT Stats**

45 LMS users have completed the course and 159 users have launched the course since it was released late last year.

**2018 Meeting Dates**

RMTTF is proposing the first Thursday of each month (aligning with ROS meetings).

Proposed dates to include…

January 11th (choosing second week due to holiday during first week)

February 1st

March 1st

April 5th

May 3rd – DALLAS

June 7th

July 12th (choosing second week due to holiday during first week)

August 2nd

September 6th

October 4th

November 1st

December 6th

**Planned Agendas**  (thru the end of the year)

N**ext meeting** will be October 5th 9:30 am at the Met Center

OCTOBER Proposed Agenda:

* Review *Usage & Billing* module
* Review *Inadvertent Gain* module
* Outline TxSET Training for 2018

NOVEMBER

* Finalize *Switch Hold* module
* Finalize *Cancel w/Approval* module
* Finalize *Usage & Billing* module – dependent upon Matt’s schedule and # of revisions
* Review *Day to Day* module
* Continue planning for TxSET

DECEMBER

* Finalize *Usage & Billing* module, if necessary
* Finalize *Inadvertent Gain* module
* Continue planning for TxSET

JANUARY

* Finalize *Day to Day* module
* Continue development of TxSET

**Other Business**

Matt noted any modules before *Reporting* had the old logo and branding. Matt will update as time permits.

It was suggested to add a TxSET survey question to the ILT in December 2017 to aid in planning purposes.

**Initial thoughts on TxSET Training**

Some of the suggested topics to cover in the TxSET Training are as follows…

* Swimlanes
* EDI
* Scenarios
* Transaction Timing Matrix
* Solution to Stacking
* Tips & Tricks Document
* MIS – Find Transaction