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| **1.** | **Antitrust Admonition** | Leadership |
| **2.** | **Introductions, Agenda Review**Sheri started the meeting. With the Antitrust Admonition and introductions.Attendees:* Tomas Fernandez NRG
* Kathy Scott Centerpoint
* Art Deller ERCOT
* Jim Lee AEP
* Debbie McKeever Oncor
* Sheri Wiegand TXU
* Carolyn Reed Centerpoint

Calling in:* Diana Rehfeldt TNMP
* Ted Hailu ERCOT
* Eric Blakey Just Energy
* Kaci Jacobs TXU
* Synetrick Haynes CNP
 | Leadership |
| **3.** | **Review of Meeting Minutes from 12/7/2017, 1/11/2018, and 2/1/2018 meetings**Meeting Minutes are approved. No additions or deletions needed.Action Item (Sheri): Post notes to respective monthly meetings. March has December and January notes. | All |
| **4.** | **Review survey results/feedback from January 30th/31st training***Reviewed IAG training results first.*Takeaways: * 8 respondents
* Ensure when webex training is done ensure all trainers are in the room and do not join via webex.
* Take more frequent breaks and be more interactive. Maybe let people know that frequent breaks will be taken.

They results are below:*Reviewed Retail 101 results:*Takeaways: * 6 respondents
* Take more frequent breaks and be more interactive. Maybe let people know that frequent breaks will be taken.
* Keep the broadcast room sterile of distractions and commotion.
 | Art/All |
| **5.** | **MT on line module statistics**STATS:783 All-time21 YTD | Art |
| **6.** | **Finalize *Day to Day* on line module revisions**Actions Item (Matt) – This will be reviewed in April’s meeting. | All |
| **7.** | **Review merged presentation MarkeTrak/IAG revisions/assignments**Changes made directly to presentation. Notable changes and action items below:Action Item (Monica): email Notification and list serve checkpoint questions if needed. For sure after bulk insert. Are there any changes to the presentation?Action Item (Sheri) : Add a checkpoint question after missing enrollmentAction Item (Matt): New screenshots (reskin)Action Item (Marty Allen): Add checkpoint to the end of SwitchholdPage 124 Other Worflow graph moved to appendixMove checkpoint questions from appendix to presentation. DEV checkpoint questions.Carloyn’s slides replaced 128/129Moved best practices to after synetricks reconcilation | All |
| **8.** | **Review merged presentation MarkeTrak/IAG appendices**Changes made directly to presentation. Notable changes and action items below:Redo Slide2: Answer Key for Questions.Create Table of Contents for Appendix**Action Item (ART):** Reskin presentation send to art and review April.**Action Item:**  Will print our checkpoint question answer | All |
| **9.** | **Review documented outline of slides for TxSET Training**Reviewed Diana’s outline from TNMP and Sheri’s from TXU.Will continue review in May’s meeting. | All |
| **10.** | **Review schedule for TxSET development***Schedule below is carry over from February meeting:** *March 1st – all presenters should have documented outline of slides for their assigned sections*
* *April 5th – Oncor & CNP should have slides prepared for review*
* *May 3rd – TXUE & TNMP should have slides prepared (meeting in Dalllas)*
* *After meeting all slides should be delivered to Matt (ERCOT) to assemble for next meeting*
* *June 7th – TF will review all slides assembled in presentation – make revisions*
* *July 12th – review any revisions from 6/7 meeting*
* *August 2nd – FINAL review of deck – make any final revisions*
* *September 6th – ERCOT will present FINAL version of deck*
* *Septebmer 14th – ERCOT will have FINAL deck ready for presenters and print*
* *September 18th – (Monday before TxSET & TDTMS) – dry run for presenters @ 1:00 in Austin*
* *September 26th – TxSET Training in Houston*

*Recommendation is TxSET is instructor led only - WebEx will be not be effective during interactive section unless video is present.* | All |
| **11.** | **Review logistics for Dallas training in May - Retail 101 & MarkeTrak/IAG Training** | All |
|  | **- # attendees registered** |   |
|  | **- schedule of market notifications** |   |
|  | **- checklist of materials** |   |
|  | **- arrangements for WebEx (??)**- # attendees registered 0 registered at this time.- schedule of market notifications reminders to be sent. ERCOT, and RMTTF- checklist of materials - - arrangements for WebEx (??) No Webex |   |
| **12.** | **Adjourn** | All |