## RMTTF

Tuesday, November 13th

Centerpoint Offices, Houston

Debbie McKeever, co-Chair opened the meeting reading the Anti-trust Admonition

Agenda was reviewed.

Attending:

In Person

* Debbie McKeever Oncor
* Kathy Scott CNP
* Cevera White CNP
* Sheri Wiegand TXU
* Art Deller ERCOT
* Sam Pak Oncor
* Jim Lee AEP
* Carolyn Reed CNP
* Diana Rehfeldt TNMP

On the phone

* Phil Bracy ERCOT
* Jeff H ?

**Minutes from the last meeting** were approved as amended.

**LMS Stats**

56 of 111 completed YTD

626 of 872 completed All-time

**February Training – Georgetown – February 19th & 20th**

Registration to date:

* + Retail 101 – 3
  + TX SET – 4

ACTION: Sheri to follow up ERCOT quarterly notice to listserves (RMS, RMTTF, TXSET, TDTMS, COPS) for notification…

* + December 3rd
  + First week of January and wait for Art’s quarterly ERCOT notice

Same presenters as September 2018 training

Art reported ERCOT has developed a checklist to ensure all presentation materials and decks will be loaded prior to departure for training.

**Reviewed LOGISTICS for training**…

Printing the presentation for TX SET:

10 extra books printed for TX SET training

5 extra books for the Retail 101 training

Tomas – index cards, laminated transaction flow

Kathy – candy, name tags, markers

Sheri – laminated cards of transaction inventory

Art – color slides for Retail 101:

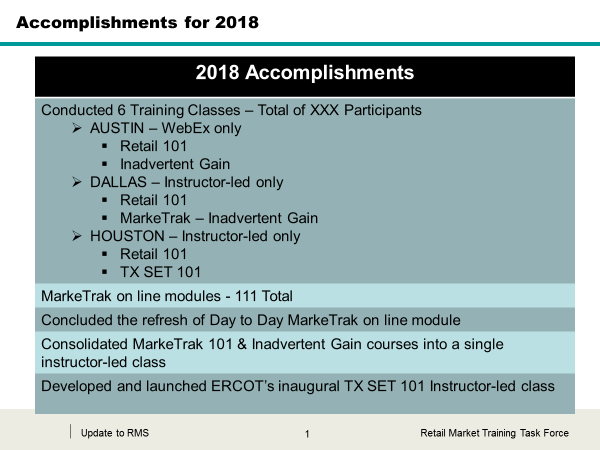
* Relationship room
* AMS data flow
* TX SET answer sheet (dots)
* TXSET small laminated cards

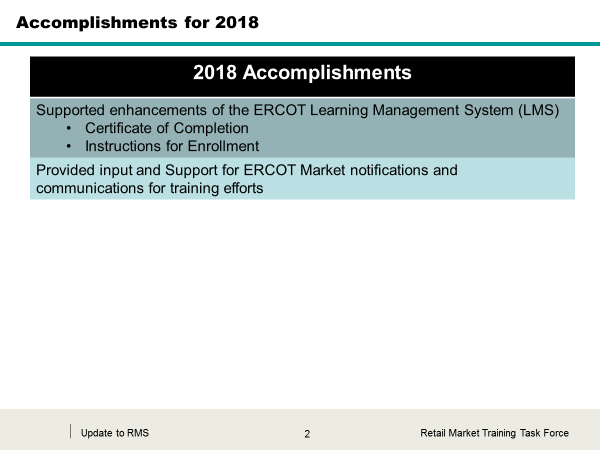
Color slides/handouts for TX SET:

* swimlanes as handout (not included in deck)
* handout for TX SET Transaction Inventory card (2 sheets)
  + answers to CP questions and transaction flows

**GOALS & ACCOMPLISHMENTS**

ACTION: Art will add the #s on attendance for slide 1. Sheri will add Cancel w/Approval to updated MT modules and “clean up” slides for RMTTF presentation at the December RMS



**FUTURE TRAINING CONSIDERATIONS**

* Mass Transition (POLR Event) on line module
* TXSET on line module
* FlighTrak Training
* MarkeTrak /IAG Training – WebEx only??

**TXSET Training Deck Slide Additions**

Draft slides were presented and modified as needed. Additional Solution to Stacking slides were not removed and will be considered at the next RMTTF meeting in January.

Some of the checkpoint questions were modified for clarity on REP A and REP B to Texans Energy and Cowboys Energy.

**Meeting Dates for 2019**

ACTION: Debbie will forward proposed meeting dates to ERCOT for scheduling.

Proposed Meeting Dates – RMTTF 2019

|  |  |  |
| --- | --- | --- |
| Date | Room Requested | Related info |
| Thursday, January 10 | 102 | MLK – Monday, January 21 |
| Thursday, February 7 | 102 |  |
| Thursday, March 7 | 102 |  |
| Thursday, April 4 | 102 | Easter – Sunday, April 21 |
| Friday, May 3 | Oncor EEC | Oncor, 1616 Woodall Rodgers Frwy. Dallas, TX 75202 |
| Thursday, June 6 | 102 |  |
| Thursday, July 11 | 102 |  |
| Thursday, August 8 | 102 |  |
| Thursday, September 5 | 102 | Labor Day – Monday, September 2nd |
| Thursday, October 3 | 102 |  |
| Thursday, November 7 | 102 |  |
| Thursday, December 5 | 102 |  |

**PROPOSED AGENDA FOR JANUARY 10TH 2019**

1. Review logistics for February Georgetown training
2. Finalize TXSET training deck
3. Discuss RETAIL 101 revisions/clean-up
4. Create Contact Sheet for training presenters in case of emergencies
5. Discuss 2019 meeting dates