RMTTF Meeting

January 10, 2019

9:30 AM

ERCOT MET CENTER

Attendance

In person

* Tomas
* Jim
* Carolyn
* Art
* Debbie

Via web-ex or Conference call

* Sheri
* Kathy
* Diana

Meeting Notes

Tomas opened the meeting at 9:30 and read the antitrust statement.

Notes from the November meeting were reviewed and no changes made.

Action items from last meeting

* Tomas read the action items.
* Art said the training notice had been sent.
* Sheri is going to send a follow up Notice on Tuesday.
* Contact sheet for all presenters including cell numbers – this remains to be developed.

Training Stats

* Jim noted that the dates for the Dallas training are incorrect. They are showing April instead of May
* Art read the stats for the LMS
* 65 in progress and 69 complete for 134.
* 256 in progress 639 complete with 895 for the total.
* Registration numbers for January training.
* 9 for Retail 101
* 12 for TX SET

Logistics for February training in Georgetown

* Art said that the laptops and equipment will be provided by ERCOT.
* Art said that ERCOT will provide coffee.
* Art to get in touch with Kim to give Debbie the contact information for the caterer in the building.
* TDSPs to provide food.
* Tomas to bring index cards and laminated slide in the training.
* Kathy to bring candy, nametags and markers
* Sheri to bring the transaction inventory card
* Art to make sure the color slides for retail 101 are included, relationship room, AMS data flow, TX SET answer sheet with the dots and TX SET small laminated cards. ERCOT to provide the swim lanes and 2 sheets stapled.
* The large print out of the TX SET transaction card is on the TX SET implementation guide page at the bottom. ERCOT to provide copies for TX SET 101.

Changes to TX SET presentation

All changes were made during the review except the Mass Transition slide which Art will complete with his team and include.

Art to add Mass Trans to swim lanes.

Presenters with Assigned Sections and Slide #s as agreed at this meeting

* Welcome Art or other as designated
* Introduction Debbie 7 thru 14
* Governing docs Kathy 15 thru 32
* Transaction overview Sheri 33 thru 47
* Trans flows; MVI, Switches, SH, Mass Tran Jim 48 thru 64
* MVO, DNP, Stacking, Reconnect NP, CSA Tomas 65 thru 84
* MIS portal, Find ESI id Find Transactions Jim 85 thru 90
* Move in with permit required Sheri 91 thru 97
* Move-out with date change and cancel Sheri
* Move-out with switch Sheri
* TX SET implementation guide Kathy and Debbie 98 thru 106
* TX SET working group and Appendix Diana 107 thru 126
* Closing RMTTF leadership

Retail 101 “clean up”

Art said this is scheduled for June. All ERCOT training modules have a scheduled date for review. This goal keeps all modules current.

Art is looking at removing duplicated information across multiple training modules and lining up prerequisites for classes. We are going to remove the history section from Retail 101 or slim it down. We don’t want to get bogged down with too much history or we could lose the attendees focus.

We will revisit this at the next meeting.

Meeting dates for 2019

Meeting dates for 2019 were reviewed.

We are changing the September meeting date from September 5th to September 11 if ERCOT has availability.

Tomas to check with ERCOT and make sure room is available. This will keep us from meeting the week of Labor day.

Future Retail Training options

Mass Transition Module will be the next module and maybe include that testing as a POLR be a requirement. – Begin outline for Mass Transition at next meeting.

Art will work on the TX SET online module and let us know when that is coming together.

Web-ex for Marketrak IAG – continue discussions at next meeting.

Meeting adjourned at 12:50 PM