RMTTF

August 7, 2020

WebEx only

9:30 am

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Attendees:

Tomas Fernandez, NRG Eric Blakey, Just Energy

Kathy Scott, Centerpoint Jim Lee, AEP

Matt Tchetter, ERCOT Diana Rehfeldt, TNMP

Sheri Wiegand, TXU Ted Hailu, ERCOT

Debbie McKeever, Oncor

Jordan Troublefield, ERCOT

Sheri opened the meeting reading the Antitrust Admonition.

Minutes from 7/17/2020 were reviewed and approved.

**LMS Stats**

|  |  |  |  |
| --- | --- | --- | --- |
| **LMS Stats** | In Progress | Complete | Total |
| MT YTD | 25 | 56 | 81 |
| MT All Time | 326 | 775 | 1101 |
| Retail 101 YTD | 122 | 71 | 194 |
| Retail 101 All Time | 703 | 317 | 1020 |

**Retail 101 Training Feedback**

* Retail 101, Thursday, August 6th (Feedback)
	+ 17 total respondents to survey

Action Item :

* Breakdown of total attendees from Matt

**Training Registrations:**

* MT/IAG, Wednesday, August 12th
	+ 34 people registered

Action Item :

* Sheri to send reminder to market and attach instructions on “How To”
* Presenters will log in 15 minutes early to do a mic check
* Back ups for presenters in case of audio issues
	+ Tomas for Debbie
	+ Jim for Tomas
	+ Kathy for Jim
	+ Debbie for Kathy

Eric asked about the possibility of recording the webex training for future use and the possibility of posting it.

Action Item :

* Matt to talk with Ted and provide feedback and possible options.

**Mass Transition Web Based Training**

Reviewed modifications to script:

* Slide 1- remove bullet 3 no need to show that text on screen
* Slide 10 – Customer responsibilities – may move cancelling of POLR drops to ERCOT monitoring
* Slide on Timeline – transactions piece was removed and discussed during TXSET flow of transactions – expressed concern we may still want to keep under timeline as well so folks will understand what transactions will be received on which days

ACTION: Task Force to review prior to next meeting for discussion

NEXT MEETING – Thursday, September 3rd

Proposed Agenda for 9/3

1. Review LMS Stats
2. Review feedback from 8/12 MT/IAS training
3. Review Mass Transition slides and offer feedback
4. Begin review of TXSET presentation materials for WBT conversion