**RMTTF MEETING**

THURSDAY DECEMBER 2ND, 2021

9:30 AM

WEBEX ONLY

RMTTF CO-CHAIR SHERI WIEGAND OPENED THE MEETING AND WELCOMED EVERYONE AND NOTED THAT TODAY’S MEETING WAS CHANGED TO AN ABBREVIATED MEETING TO ENABLE MORE TIME FOR THOSE PLANNING TO ATTEND THE PUCT OPEN MEETING/WORKSHOP TODAY.

ANTITRUST STATEMENT

SHERI READ THE ANTITRUST STATEMENT AND PROCEEDED TO THE AGENDA REVIEW.

AGENDA REVIEW

AGENDA WAS REVIEWED AND NO QUESTIONS WERE ASKED, NO CHANGES REQUESTED.

INTRODUCTIONS

SHERI WENT THROUGH THE INTRODUCTIONS ACCORDING TO THE PARTICIPANT LIST ON THE WEBEX. THESE INCLUDED:

* DEBBIE MCKEEVER ONCOR
* JORDAN TROUBLEFIELD ERCOT
* CAROLYN REED CENTERPOINT
* DAVE MICHELSON ERCOT
* DIANA REHFELDT TNMP
* ART DELLER ERCOT
* ERIC BROACH NEXTERA RETAIL
* ERIC LOTTER GRIDMONITOR
* JIM LEE AEP
* KATHY SCOTT CENTERPOINT
* SHERI WIEGAND VISTRA
* ANONYMOUS CALL IN USER #5

APPROVAL OF OCTOBER MEETING NOTES

TOMAS HAD AN ACTION ITEM TO GET THE SEPTEMBER 2ND MEETING NOTES POSTED FOR REVIEW TODAY BUT HE’S OUT SO WE WILL REVIEW THOSE NEXT TIME.

JORDAN SAID THAT KATHY HAD A FEW EDITS TO THE RMTTF OCTOBER MEETING NOTES. MEETING NOTES WERE MODIFIED DURING TODAY’S MEETING AND ARE NOW CONSIDERED FINAL.

2022 RMTTF MEETING DATES

DEBBIE WAS TO PROVIDE THE REQUESTED RMTTF MEETING DATES TO SUZY TO BE POSTED ON THE 2022 MEETING CALENDAR. THE CALENDAR DOES NOT INCLUDE THE DATES BUT THEY WERE PROVIDED. IT WAS NOTED THAT THE PROCESS FOR SUZY TO UPDATE THE ERCOT MEETING CALENDAR IS IN THIS ORDER; SUBCOMMITTEES FOLLOWED BY WORKING GROUPS AND TASK FORCES ARE LAST. IT IS POSSIBLE THAT SHE IS STILL WORKING ON THOSE. DEBBIE WILL CHECK.

LMS STATS

ART PROVIDED THE LMS STATS AND DETAILS. BRIEF DISCUSSION REGARDING THE NUMBERS. IT WAS NOTED WE ARE STILL HAVING AN INCREASE IN NUMBERS WHICH IS ENCOURAGING.

**LMS Stats 12/2/2021 BELOW REFLECTS THE UPDATED STATS PROVIDED AT 10:12 AM ON 12-2**

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| --- | --- | --- | --- |
| **LMS WBT Stats** | In Progress | Complete | Total |
| MT YTD | 77 | 85 | 162 |
| MT All Time | 443 | 905 | 1348 |
| Retail 101 YTD | 250 | 126 | 376 |
| Retail 101 All Time | 1013 | 489 | 1502 |
| Mass Tran YTD | 26 | 35 | 61 |
| Mass Tran All Time | 26 | 35 | 61 |

DATES FOR 2022 TRAINING

BRIEF DISCUSSION ABOUT UPCOMING TRAINING AND ALSO TRAINING NOTICES. ART WILL DRAFT AND SEND OUT AS USUAL. SUGGESTION WAS MADE TO INCLUDE IN THE NOTICE THAT THE MASS TRANSITION MODULE HAS BEEN UPDATED. ART SAID THAT HE DIDN’T WANT TO INCLUDE SINCE THAT IN THE NOTICE SINCE THAT WAS MORE OF AN UPDATE.

CURRENTLY RETAIL 101 TRAINING IS TENTATIVELY SCHEDULED FOR JANUARY 27th AND MARKETRAK PART 1 IS BEING CONSIDERED FOR TRAINING DATES OF MARCH 2 AND PART 2 IS BEING CONSIDERED FOR MARCH 3.

THE REMAINDER OF TRAINING FOR 2022 WILL BE DISCUSSED AT THE NEXT RMTTF MEETING WHICH WILL BE FEBRUARY 2ND.

IT WAS NOTED THAT SOME CHANGES TO THE SLIDES ARE NEEDED PRIOR TO THE MARCH TRAINING FOR MARKETRAK.

TRAINING FOR THE MARKETRAK REFRESH (SUGGESTED A WORKSHOP WOULD BE THE BEST FORMAT) IS PROPOSED TO OCCUR THE WEEK OF 5/23 WITH A JUNE GO-LIVE OF THE TECH REFRESH. SCR815 CHANGES ARE NOT SCHEDULED UNTIL LATER IN THE YEAR AND AT THAT TIME ANOTHER TRAIING WORKSHOP CAN BE CONSIDERED.

MASS TRANSITION MODULE CHANGES

CHANGES WERE PREVIOUSLY MADE BY ART AND REVIEWED AT TODAYS MEETING. AT THIS TIME NO ADDITIONAL WORK FOR THIS MODULE IS NEEDED.

SHERI WILL SEND A NOTE TO THE RMS, RECTF, RMTTF, TDTMS, AND TXSET LISTSERVES NOTING THE MODULE HAS BEEN REVISED TO PROVIDE ADDITIONAL CLARITY IN THE MT PROCESS.

TX SET ONLINE MODULE

TX SET MODULE WAS PRESENTED AND ART SAID THAT THIS IS A ROUGH DRAFT BUT ERCOT WILL KEEP WORKING ON IT UNTIL IT’S FINISHED. SOMEONE ASKED IF KATHERINE OR ANYONE FROM DAVE’S TEAM HAD SEEN IT. ART SAID THAT DAVE MICHELSON AND OTHERS WILL NEED TO REVIEW PRIOR TO RELEASING.

LENGTHY DISCUSSION BY ATTENDEES TODAY AS TO WHETHER ALL SECTIONS SHOULD BE IN A SINGLE MODULE OR SPLIT INTO MAYBE 3. ART SAID THAT ERCOT IS TRYING TO KEEP ALL MODULES TO ABOUT AN HOUR. THIS WAS AN 8 HOUR TRAINING CLASS SO AN HOUR IS NOT POSSIBLE FOR AN ONLINE MODULE.

IF WE COULD INCLUDE MOST OF THE INFORMATION INTO THE MODULES BUT KEEP THE MODULES FROM BEING TOO LONG/TEDIOUS, THE FOLLOWING WAS SUGGESTED.

3 MODULES SEPARATED SUCH AS:

1ST MODULE COULD INCLUDE SECTIONS 1 THROUGH 4

2ND MODULE COULD INCLUDE ALL OF SECTION 5

3RD MODULE COULD INCLUDE SECTION 6 THROUGH 11

BELOW IS THE LINK TO THE TX SET MODULE AS ART PROVIDED IN THE CHAT SECTION OF THE WEBEX.

ALL PAST TX SET TRAINING PRESENTERS ARE BEING GIVEN AN ASSIGNMENT TO REVIEW THE SECTIONS THEY WERE PREVOUSLY RESPONSIBLE FOR PRESENTING. ALL COMMENTS THEY HAVE SHOULD BE WRITTEN IN THE SECTION VIA THE LINK.

THE WRITTEN COMMENTS SHOULD BE COMPLETED BY JANUARY 20. THIS WILL GIVE ART TIME FOR REVIEW AND POSSIBLY MODIFICATIONS FOR DISCUSSION AT THE FEBRUARY 3RD RMTTF MEETING.

ALL OF THE COMMENTS AND THE ENTIRE PRESENTATION/MODULE WILL BE REVIEWED BY THE ENTIRE GROUP AT THE NEXT RMTTF MEETING.

IT WAS NOTED THAT AT SOME POINT WE WILL PROBABLY GO BACK TO INSTRUCTOR LED/FACE TO FACE TRAINING SESSIONS AND THOSE THAT WERE INVOLVED IN PAST INSTRUCTOR LED TX SET TRAINING WILL KEEP THOSE SECTIONS.

LINK TO THE MODULE FOR TX SET:

<https://360.articulate.com/review/content/94898790-b39d-43e3-9852-3c42c8e948c3/review>

TX SET MODULE ASSIGNMENTS:

SECTION 1 DEBBIE

SECTION 2 DEBBIE

SECTION 3 SHERI

SECTION 4 KATHY

SECTION 5.1 THROUGH 5.23 JIM

SECTION 5.24 THROUGH 5.32 TOMAS

SECTION 6 SHERI

SECTION 7 JIM

SECTION 8 SHERI

SECTION 9 DIANA

SECTION 10 DIANA

SECTION 11 CAROLYN AND KATHY

SEVERAL NOTED THAT DUE TO THE END OF THE YEAR ACTIVITIES, IT IS MORE REASONABLE TO PROVIDE A DEADLINE BEYOND THE NEXT MEETING WHICH IS SCHEDULED FOR JANUARY 6. NO ONE DISAGREED. THE CURRENT PLAN IS FOR EACH ASSIGNEE TO COMPLETE THEIR REVIEW BY JANUARY 20.

ACTION ITEMS

DEBBIE TO INFORM SUZY THE JANUARY RMTTF MEETING IS CANCELLED.

DEBBIE TO CHECK WITH SUZY REGARDING WHEN THE 2022 RMTTF MEETING DATESS WILL BE REFLECTED ON THE 2022 ERCOT MEETING CALENDAR.

ART TO CHECK ON TRAINING DATES FOR FIRST QUARTER ONLY

EACH ASSIGNMENT TO EACH TX SET PRESENTER SHOULD COMPLETE THEIR WORK BY THE DEADLINE OF JANUARY 20.

SHERI WILL SEND OUT MARKET NOTICE REGARDING THE REFRESHED MASS TRANSITION MODULE THE RMS, RECTF, RMTTF, TDTMS, AND TXSET LISTSERVES NOTING THE MODULE HAS BEEN REVISED TO PROVIDE ADDITIONAL CLARITY IN THE MT PROCESS.

AGENDA FOR NEXT MEETING:

* LMS STATS
* TRAINING PLAN FOR 2022
* TXSET REVIEW – HOMEWORK ASSIGNMENTS
* MT & IAG/SH DECK REVIEW
* GOALS & ACCOMPLISHMENTS

CO-CHAIR SHERI SAID THAT THIS IS THE EARLIEST WE HAVE EVER ADJOURNED AND IT WAS BECAUSE WE HAD AN ABBREVIATED MEETING BUT OUR FEBRUARY MEETING WILL BE LENGTHY.

EVERYONE WISHED EACH OTHER A HAPPY HOLIDAY.

MEETING ADJOURNED TODAY AT 10:50 AM.