RMTTF Meeting

Thursday, January, 11, 2024

9:30 AM

WebEx Only

**RMTTF Meeting Notes**

Melinda Earnest, RMTTF co-Chair opened the meeting, welcomed everyone and proceeded with reading the anti-trust statement.

Melinda led discussion about cancelling or postponing today’s meeting. This is due to several that usually attend, including Tomas had conflicts and are unable to attend today. It was noted that some could be due to the fact that the PRS meeting also being held today. Some of attending RMTTF today need to also attend the PRS meeting.

Dates for moving today’s meeting to another date were reviewed and there wasn’t a date clear for all to be able to attend.

Debbie suggested that we have a quick meeting today, cover the items that cannot be postponed and adjourn early.

**Agenda Review**

Melinda read the meeting agenda for today.

No questions were asked.

No changes were made.

**Meeting Attendees:**

* Melinda Earnest AEP
* Debbie McKeever Oncor
* Jordan Troublefield ERCOT
* Art Deller ERCOT
* Eric Lotter Grid Monitor
* John Schatz TXU
* Kathy Scott Centerpoint
* Sheri Wiegand TXU

**Nominations**

Nominations for 2024 RMTTF co-Chair Leadership will be postponed. Nominees must be present to accept the nomination and confirm they can serve.

**December Meeting Notes**

Meeting notes from the December meeting were reviewed.

Sheri mentioned that for the assignment list, she wasn’t down to bring the TX SET cards to the TX SET 4.0a training that is being held at Oncor on February 8th. That list will be reviewed later today and that will be added.

No additional comments received. No changes were made.

December 7th, 2023 RMTTF meeting notes are considered final.

**LMS Stats**

Art provided the LMS stats and explained the current numbers and noted the increases.

The count in the table below was taken as of 1-1-2024, not as of the last RMTTF meeting date.

|  |  |  |  |
| --- | --- | --- | --- |
| **As of 1/1/2024** |   |   |   |
| **LMS WBT Stats** | In Progress | Complete | Total |
| MT 2023 | 57 | 135 | 192 |
| MT All Time | 610 | 1219 | 1829 |
| Retail 101 2023 | 329 | 233 | 562 |
| Retail 101 All Time | 1596 | 879 | 2475 |
| Mass Tran 2023 | 9 | 26 | 35 |
| Mass Tran All Time | 55 | 97 | 152 |
| Texas SET 2023 | 41 | 38 | 79 |
| Texas SET All Time | 83 | 67 | 150 |

**Registered attendees for upcoming classes:**

Art provided the count of those registered as of today which includes:

* TX SET 4.0a February 8th In-person only 16 registered – In Dallas at Oncor
* Retail 101 February 21st WebEx only 31 registered

**2024 Known, Scheduled Retail Training**

3 Instructor Led retail trainings supported by RMTTF include; MarkeTrak, TX SET 4.0a, Retail 101.

See plans below for each.

**Retail 101**

2024 Retail 101 training will continue to be scheduled as instructor led, WebEx only classes, with each starting at 8:30 AM.

Art Deller with ERCOT presents Retail 101, sometimes with Bill Kettlewell.

TDSP and REP SMEs who regularly attend RMTTF, please continue to volunteer as possible, to support and be available for questions during Retail 101.

The first Retail 101 instructor led training class has been scheduled for February 21st starting at 8:30 AM. Art said it is listed on the ERCOT LMS.

Additional classes will be scheduled. Art mentioned that the Retail 101 WebEx module is available in case someone needs it between classes.

**MarkeTrak**

2024 MarkeTrak training, part 1 and part 2 Instructor led training, will continue to be held as 2-day half day sessions with each session starting at 8:30 AM and ending at the completion of training, which is usually around lunch. MarkeTrak training for 2024 will continue to be held WebEx only.

The dates for the first set of MarkeTrak classes for 2024 has been confirmed and will be held March 6th and 7th, each half a day. RMTTF will be held the afternoon of March 6th.

 Part 1 – MarkeTrak Overview March 6th

 Part 2 – Switch Holds and Inadvertent Gains March 7th

The instructors/presenters will attempt to be in one location to minimize technical difficulties and minimize delays in transitioning presenters. ERCOT building is suggested as the location since presenters will most likely already be in Austin for the RMS and LRITF meetings.

Art noted that there were “lessons learned” and some comments about complications of the view due to glare and change in presenters.

Also, the attendees could see the entire room at one of the past trainings. Should only be able to see the presenter.

The light coming through the window was affecting the resolution. RMTTF presenters should do everything possible to minimize any issues that would distract the attendees.

**ACTION ITEM:**

Art will update the LMS with the MarkeTrak class dates of March 6 and 7th and also add to the next Market training notice that will be sent out in February.

**ACTION ITEM:**

RMTTF co-Chair, Melinda will tag on to Art’s Market training notice and send to the RMTTF, TDTMS and possibly other list serves.

**ACTION ITEM:**

RMTTF co-Chair, Debbie will request a room at ERCOT for the presenters for the MarkeTrak 6 and 7th training and request that the RMTTF meeting is also in the same room.

Presenters should arrive early for each to set up. If ERCOT can accommodate a room, schedule will be set as noted below:

MarkeTrak part 1 – March 6th 8:30 AM WebEx only

RMTTF Meeting – March 6th 1:30 PM WebEx and in person

MarkeTrak part 2 – March 7th 8:30 AM WebEx only

All MarkeTrak training will be Instructor led and WebEx only for each half day session.

At the next RMTTF meeting, confirm there are no slide changes needed for the March training.

**TX SET 4.0a**

Two instructor led training classes for TX SET 4.0a are scheduled for 2024. A third is not being scheduled in the Fall since TX SET 5.0 will be implemented November 10th 2024.

For the 2 upcoming classes, dates, times and locations are listed below.

 TX SET 4.0a – Thursday, February 8th at Oncor start time 8:30 AM

Instructor led – In person only – no WebEx – full day class

Note! RMTTF meeting will take place on Friday, February 9 at Oncor at 9:30 AM, in person and also WebEx.

TX SET 4.0a – Thursday, May 2, at Centerpoint with a start time at 8:30 AM

Instructor led – In person only – no WebEx – full day class

Note! RMTTF meeting will be take place on Friday, May 3 at Centerpoint at 9:30 AM, in person and also WebEx.

**Assignments for February 8th TX SET 4.0a Training at Oncor**

* List for Oncor security Art, to provide to Debbie on Friday, February 2nd
* Candy bars for prizes Debbie
* Lunch arrangements Debbie
* Breakfast snacks/granola bars Debbie
* Name tags and markers Kathy
* Training books Kathy
* Swim lanes Kathy
* Pens Melinda
* Answer key Melinda
* Hard candy Melinda
* Laminated TX SET cards Sheri
* TX SET Sheets Sheri
* Laminated sheets Tomas, reusing from last training session
* Room set up All instructors

Kathy confirmed that there will be 2 slides per page in the training books.

Debbie will arrange for training to be set up for 40 class trainees and 6 instructors.

TX SET 4.0a Training Instructors include:

Tomas Fernandez, Melinda Earnest, Kathy Scott, Monica Jones, Sheri Wiegand, Debbie McKeever

**Training materials needing changes to support TX SET 5.0**

We will defer to next month because some of the slides needing changes might be able to be identified at the TX SET 5.0 Orientation being provided on 1-16 by Kathryn Thurman, and also the training for MarkeTrak that Tammy is working on for training in March.

Once Tammy has finished the updates for the new screens, we will be able to tell what materials need to be updated.

Art said he hadn’t heard of a status update for where they are on the updates to the training modules.

**ACTION ITEM:**

RMTTF attendees, attend the TX SET 5.0 Orientation/Training that is being held on January 16th at 9:30 AM. See ERCOT calendar for WebEx info.

**ACTION ITEM:**

Sheri and Kathy will keep RMTTF updated at each meeting since Tammy’s updates are provided at TDTMS and/or TX SET meetings. This is important because it’s expected that possibly all MarkeTrak module training and the Retail 101 online module, will need to be updated with changes for TX SET 5.0.

**Retail Training 2024**

MarkeTrak part 1 and 2

Instructor led – WebEx only – both days

March 6, 8:30 AM – part 1 – MarkeTrak overview

March 7, 8:30 AM – part 2 – Switch Hold and Inadvertent Gain

Note! RMTTF meeting will take place on March 6, 1:30 PM after MarkeTrak training, in person and also WebEx.

**ACTION ITEM:** RMTTF leadership will get a room arranged for the presenters to be together.

Instructors to make sure there is no glare and change of presenters goes smoothly.

**2024 RMTTF Meetings**

Melinda submitted the list of RMTTF meetings for 2024.

ERCOT had noted that RMTTF meetings will be posted ASAP to the ERCOT calendar w/ WebEx. Host keys will be provided.

**ACTION ITEM:**

RMTTF Leadership to verify they have the host code prior to each meeting.

RMTTF leadership should verify they have the Host key prior to each meeting, maybe the day before.

As in past years, an RMTTF meeting will not be held in July.

Below are the scheduled RMTTF meetings for 2024.

**2024 RMTTF Meetings**

* Thursday January 11 9:30 AM WebEx only
* Friday February 9 9:30 AM WebEx and in person at Oncor
* Wednesday March 6 1:30 PM WebEx and in person at ERCOT
* Thursday April 4 9:30 AM WebEx only
* Friday May 3rd 9:30 AM WebEx and in person at Centerpoint
* Thursday June 6 9:30 AM WebEx only
* Thursday August 8 9:30 AM WebEx only
* Thursday September 12 9:30 AM WebEx only
* Thursday October 10 9:30 AM WebEx only
* Thursday November 7 9:30 AM WebEx only
* Thursday December 12 9:30 AM WebEx only

**Other Business**

No other business

Melinda adjourned the meeting at 10:35 AM