RMTTF Meeting

Wednesday, March 6, 2024

1:30 PM

WebEx and In person

ERCOT

8000 Metropolis Dr. Building E

Austin, TX 78744

Conference room 104

Debbie McKeever with Oncor, opened the meeting, and proceeded with reading the anti-trust statement.

**Agenda Review**

Debbie reviewed the meeting agenda for today.

No questions were asked

No changes were made.

**Introductions**

Those in the room introduced themselves along with company.

Meeting Attendees Company Designation of attending either in person or WebEx

* Melinda Earnest AEP Texas In person
* Debbie McKeever Oncor In person
* Art Deller ERCOT WebEx
* Eric Lotter Grid Monitor WebEx
* Amy Sue Stirland LP&L WebEx
* Kathy Scott Centerpoint In person
* Sheri Wiegand TXU In person
* Tomas Fernandez NRG In person
* Monica Jones Centerpoint In person
* Tammy Stewart ERCOT WebEx

**February Meeting Notes**

Debbie asked Tomas to bring up the meeting notes from the February meeting which are posted to today’s RMTTF meeting page.

February Meeting notes were reviewed.

None of the co-Chairs received requests for changes.

No changes were made.

Meeting notes are considered final.

**ERCOT Learning Management System Stats**

The latest numbers below were reviewed which were provided by Art, this morning.

Art said that the numbers haven’t changed much from last month.

|  |  |  |  |
| --- | --- | --- | --- |
| As of 3/6/2024 |   |   |   |
| **LMS WBT Stats** | In Progress | Complete | Total |
| MT 2024 | 11 | 12 | 23 |
| MT All Time | 621 | 1231 | 1852 |
| Retail 101 2024 | 42 | 40 | 82 |
| Retail 101 All Time | 1638 | 919 | 2557 |
| Mass Tran 2024 | 3 | 4 | 7 |
| Mass Tran All Time | 58 | 101 | 159 |
| Texas SET 2024 | 4 | 8 | 12 |
| Texas SET All Time | 87 | 75 | 162 |

Art provided the list of upcoming instructor-led courses, date and number registered as of today.

 All listed are on the ERCOT LMS and open for registration.

* MarkeTrak Pt 2 Thursday, Mar 7
* Retail 101 Wednesday, May 1st
* TX SET Training 4.0a Thursday, May 2nd

Art to provide date for 3rd Retail 101 training, possibly at the next RMTTF meeting or the following. It will be the final Retail 101 training for 2024. Will be aligned with the Fall test flight.

The current number for those registered for upcoming training.

March 7/tomorrow MarkeTrak Part 2 32 registered

May 2nd TX SET 4.0a 7 registered

The training notice from RMTTF for TX SET 4.0a was sent today to encourage participants to register.

After Art sends out the ERCOT training notice, RMTTF will follow up and send a notice and include the link to the LMS.

Probably will be sent from Melinda in early to mid-April.

**Confirm assignments for TX SET training in Houston on May 2nd.**

List of TX SET Instructors.

All will stay the same.

* Kathy Scott Centerpoint
* Monica Jones Centerpoint
* Melinda Earnest AEP
* Tomas Fernandez NRG
* Sheri Wiegand TXU
* Debbie McKeever Oncor

Assignments were reviewed. See table below. Two changes were made.

1. Added the date for list of attendees to be provided.
2. Kathy will be responsible for the prizes/candy bars.

|  |  |
| --- | --- |
| **Assignment** | **Responsible party** |
| Name tags and markers | Kathy |
| List of registered attendees for CNP Security | Art to provide to Kathy by April 19th |
| Pens | Melinda |
| Books and swim lanes  | Kathy |
| Laminated sheets for group sessions | Kathy – reusing from Feb 8th session  |
| Answer key  | Melinda |
| Hard candy | Kathy – leftovers from Feb 8th session |
| Candy bars | Kathy |
| Prepare training room  | Available instructors – meet an hour early |
| Coordinate facilities and logistics | Kathy  |
| Breakfast snacks, afternoon snacks | Kathy to coordinate |
| Lunch | Kathy to coordinate |

Deadline for registration is April 19th unless the class has reached full capacity. 60 max.

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

Kathy will verify if we can get into the training room the afternoon of the 1st. If so, we can set the room up and not have to be there so early the following morning.

**MarkeTrak part 1 class held today**

Was really good and went well. 35 trainees attended. Those attending seemed to appreciate the training and answered the checkpoint questions correctly. There were no technical issues experienced.

Matt Tschetter was the ERCOT host today and will also host the training tomorrow.

Changed a slide based on observation at today’s meeting.

Today updated the slide 9 on the MarkeTrak Part 1 presentation to include the most current MarkeTrak counts per subtype. Also verified it is in the TX SET 4.0a presentation.

**Surveys from MarkeTrak part 1**

The MarkeTrak part 1 surveys will be reviewed at the next RMTTF meeting along with the MarkeTrak part 2 surveys.

**Update from TDTMS and MCT for status of transition plan**

Kathy provided the update and included some specifics in the plan.

Kathy noted the Transition Plan is just a draft plan at this time.

Plan will be for TX SET 5.0 implementation weekend and days before.

First market call will be on Tuesday, November 5th

650\_01 DNPs will stop at Wednesday at Noon.

Kathy sent the transition plan draft to the RMTTF listserve today. Include in the meeting notes.

The transition plan includes a timeline which allows sufficient time for all 4.0a transactions to be cleared from everyone’s systems.

Tammy spoke to the new changes for MarkeTrak.

* Will need to remove some of the states on their dashboard. Any of the transitions that would follow the old path, - this will be addressed in training.
* TDSPs have a button to return to submitting CR – looks like if the TDSP pushes it back to the submitting CR then it follows the new workflow path. This is in the testing Tammy has in progress. Looks like this is cleaner. She will test to see if that’s a valid option.

Transition plan and the MarkeTrak changes will be discussed at the TDTMS March meeting.

 Also, options for IAGs in progress will be discussed at the next TDTMS meeting.

This will also be on next month’s RMTTF agenda

**MarkeTrak User Guide – section for IAG**

TDTMS did not get to work on the user guide at the last meeting.

TDTMS plans to work on the MarkeTrak User guide – section for IAG

The user guide updates will be complete before the training session in the Fall.

This will also be on next Month’s RMTTF agenda.

**Retail Training 2025**

This will be revisited at the next RMTTF meeting but a past discussion of ERCOT Retail Training TX SET 5.0 date was discussed as being at Oncor February 2025.

Today’s discussion indicated that March 2025 would be better and allow more time to develop the instructor led training.

**2024 Upcoming RMTTF meetings**

* April 4 9:30 AM
* May 3 9:30 AM In person and at Centerpoint
* June 6 9:30 AM
* August 8 9:30 AM
* September 12 9:30 AM
* October 10 9:30 AM
* November 7 9:30 AM
* December 12 9:30 AM

The November 7th date may change. It’s close to the implementation date for TX SET 5.0 and SCR817 which are both scheduled for the weekend of November 9th and 10th.

Possible that an additional meeting will be needed to update the instructor led materials for TX SET 5.0 and MarkeTrak.

This will be revisited at our next meeting.

**Other Business**

The next RMTTF meeting will be April 4th at 9:30 AM. WebEx only.

**Adjourn**

Debbie adjourned the meeting.