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| **1.** | **Antitrust Admonition** | Leadership |
| **2.** | **Introductions, Agenda Review**  Sheri started the meeting. With the Antitrust Admonition and introductions.  Attendees:   * Tomas Fernandez NRG * Kathy Scott Centerpoint * Art Deller ERCOT * Jim Lee AEP * Debbie McKeever Oncor * Sheri Wiegand TXU * Carolyn Reed Centerpoint   Calling in:   * Diana Rehfeldt TNMP * Ted Hailu ERCOT * Eric Blakey Just Energy * Kaci Jacobs TXU * Synetrick Haynes CNP | Leadership |
| **3.** | **Review of Meeting Minutes from 12/7/2017, 1/11/2018, and 2/1/2018 meetings**  Meeting Minutes are approved. No additions or deletions needed.  Action Item (Sheri): Post notes to respective monthly meetings. March has December and January notes. | All |
| **4.** | **Review survey results/feedback from January 30th/31st training**  *Reviewed IAG training results first.*  Takeaways:   * 8 respondents * Ensure when webex training is done ensure all trainers are in the room and do not join via webex. * Take more frequent breaks and be more interactive. Maybe let people know that frequent breaks will be taken.   They results are below:  *Reviewed Retail 101 results:*  Takeaways:   * 6 respondents * Take more frequent breaks and be more interactive. Maybe let people know that frequent breaks will be taken. * Keep the broadcast room sterile of distractions and commotion. | Art/All |
| **5.** | **MT on line module statistics**  STATS:  783 All-time  21 YTD | Art |
| **6.** | **Finalize *Day to Day* on line module revisions**  Actions Item (Matt) – This will be reviewed in April’s meeting. | All |
| **7.** | **Review merged presentation MarkeTrak/IAG revisions/assignments**  Changes made directly to presentation. Notable changes and action items below:  Action Item (Monica): email Notification and list serve checkpoint questions if needed. For sure after bulk insert. Are there any changes to the presentation?  Action Item (Sheri) : Add a checkpoint question after missing enrollment  Action Item (Matt): New screenshots (reskin)  Action Item (Marty Allen): Add checkpoint to the end of Switchhold  Page 124 Other Worflow graph moved to appendix  Move checkpoint questions from appendix to presentation. DEV checkpoint questions.  Carloyn’s slides replaced 128/129  Moved best practices to after synetricks reconcilation | All |
| **8.** | **Review merged presentation MarkeTrak/IAG appendices**  Changes made directly to presentation. Notable changes and action items below:  Redo Slide2: Answer Key for Questions.  Create Table of Contents for Appendix  **Action Item (ART):** Reskin presentation send to art and review April.  **Action Item:**  Will print our checkpoint question answer | All |
| **9.** | **Review documented outline of slides for TxSET Training**  Reviewed Diana’s outline from TNMP and Sheri’s from TXU.  Will continue review in May’s meeting. | All |
| **10.** | **Review schedule for TxSET development**  *Schedule below is carry over from February meeting:*   * *March 1st – all presenters should have documented outline of slides for their assigned sections* * *April 5th – Oncor & CNP should have slides prepared for review* * *May 3rd – TXUE & TNMP should have slides prepared (meeting in Dalllas)* * *After meeting all slides should be delivered to Matt (ERCOT) to assemble for next meeting* * *June 7th – TF will review all slides assembled in presentation – make revisions* * *July 12th – review any revisions from 6/7 meeting* * *August 2nd – FINAL review of deck – make any final revisions* * *September 6th – ERCOT will present FINAL version of deck* * *Septebmer 14th – ERCOT will have FINAL deck ready for presenters and print* * *September 18th – (Monday before TxSET & TDTMS) – dry run for presenters @ 1:00 in Austin* * *September 26th – TxSET Training in Houston*   *Recommendation is TxSET is instructor led only - WebEx will be not be effective during interactive section unless video is present.* | All |
| **11.** | **Review logistics for Dallas training in May - Retail 101 & MarkeTrak/IAG Training** | All |
|  | **- # attendees registered** |  |
|  | **- schedule of market notifications** |  |
|  | **- checklist of materials** |  |
|  | **- arrangements for WebEx (??)**  - # attendees registered 0 registered at this time.  - schedule of market notifications reminders to be sent. ERCOT, and RMTTF  - checklist of materials -  - arrangements for WebEx (??) No Webex |  |
| **12.** | **Adjourn** | All |