

**LTCR Liaison Meeting**  
**October 24, 2014 ~ 10:00 AM -12:00 PM CDT**  
**Net Conference**  
**- Minutes-**

**Agenda Item 1, Intro**

Erica Brooks opened the call and welcomed all participants.

**Agenda Item 2, Roll Call**

*Roll Call*

Lorie Bailey completed roll call by company and requested a distinction between the liaison and tester upon announcement of their presence on the call. 36 companies were represented out of 51 companies listed with 35 Test Leads and 25 Liaisons present.

*After Friday's LTCR Liaison Call, Lorie Bailey has since identified 11 entities listed in the LTCR Liaison Spreadsheet that are actually Asset Owners (AO's) and not an SPP Market Participant (MP). However, each Asset Owner identified is currently registered to an SPP Market Participant. The Market Participant is the one responsible for testing and not the Asset Owner. Based on this information, the company count for LTCR Testing purposes has changed from 51 to 40 companies.*

*Housekeeping Item*

Erica Brooks reviewed teleconference etiquette.

**Agenda Item 3, Project Status**

*Project Status Review*

Erica Brooks reviewed high-level project status that included a project milestone review.

**Agenda Items 4, Training, Test Approach, Test Cases & Execution Plan**

*Training*

Michael Daly reviewed the dates for the remaining training sessions and well as a high-level overview of the content. Seats are still available for the remaining sessions and available through [LMS](#) to register.

Net Conferences are scheduled for the following dates:

Date	Time	Seats Taken*
Wednesday, October 29	9:00 a.m. - 11:00 a.m. CDT	47
Thursday, November 6	2:00 p.m. - 4:00 p.m. CST	13

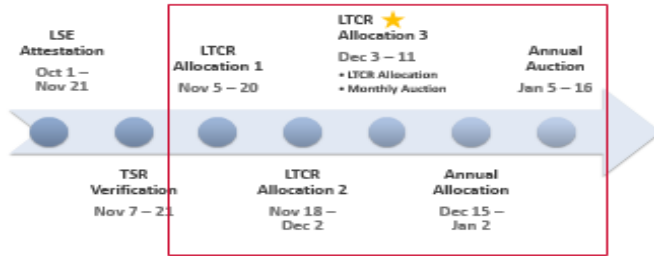
\*A minimum of 5 seats is required for a training session.

*Test Approach, Test Cases & Execution Plan*

Jennifer Swierczek reviewed the Test Approach which included the entry criteria as well as the communication plan for testing. Jennifer discussed the following topics:

1. RMS:
  - RMS will be used for general inquiries, testing questions/issues, and submitting the [LSE Attestation Form](#) using the LTCR quick pick. (The LSE Attestation forms are for Point-to-point (PTP) and Grandfathered Agreement (GFA) services only, and do not apply to Network (NITS) service)
  - A separate RMS ticket will be opened to the primary liaison prior to testing for the submission of test results.

2. Testing Timeline was reviewed as seen in the chart below:



3. Test Cases, Test Execution and the exit criteria was discussed by reviewing the [testing spreadsheet](#) (picture shown below) and the dates results are requested to be returned as shown in the chart below.

Systems Overview	Testing?	
	Yes	No
LTCR Allocation 1 - November 10 to November 20		
LTCR Allocation 2 - November 21 to December 2		
LTCR Allocation 3 and a Monthly - December 3 to December 11		
Annual Allocation - December 18 to January 2		
Annual Auction - January 5 to starting January 12		

**Agenda Items 5, API Specifications**

Wendy Reynolds reviewed the changes to the [API Specifications](#).

**Agenda Item 6, Weekly LTCR Testing Call Discussion**

Erica Brooks discussed the proposed schedule change to the weekly call due to notification of the Friday morning meetings conflicting with some entities submitting their bids and offers for the weekend by 11am. A new meeting schedule was proposed; however, Friday afternoon may conflict with participation due to flextime and time-off. An action item was opened to SPP to propose another schedule using Monday or Tuesday for the weekly testing calls.

**SPP Action Item:** Propose a new weekly testing meeting schedule

New Schedule - LTCR Weekly Testing Call

- Thursday, November 6: 10am (Testing kickoff)
- Monday, November 17, 24: 2pm
- Monday, December 1, 8, 15: 2pm
- Monday, January 5, 12: 2pm
- No meetings scheduled for November 10, December 22, or December 29

**Agenda Item 7, Next Steps**

Erica Brooks ended the call by reiterating the upcoming MP activities. Erica notified the liaisons they will receive an email from Lorie Bailey, SPP Customer Relations, to confirm the primary LTCR liaison for the testing RMS ticket assignment. RMS tickets will be opened to the primary liaison prior to the start of testing on Monday, November 10<sup>th</sup>.