

## OTS – February 2026

<b>DATE:</b>	<b>TIME:</b>	<b>LOCATION:</b>	<b>ROOM:</b>
Wednesday, 4 <sup>th</sup> February 2026	8:00 am – 11:00 am PST	WPP Offices	
<b>ATTENDEES:</b>	<b>VIRTUAL DETAILS:</b>	<b>CALL-IN DETAILS:</b>	
Staff and Members	Join via Microsoft Teams: Meeting ID: 245 206 461 337 5 Passcode: py9E3pJ6	<a href="tel:+14699987653">+1 469-998-7653</a> , <a href="tel:+1435688696">435688696#</a> Phone Conference ID: 435 688 696#	

### Agenda

TIME	AGENDA ITEMS	DISCUSSION POINTS	RESPONSIBLE MEMBER
	Introductions and Arrangements		Kevyn Hopkins, PGE
	Review Action Items	<u>Action Items</u> <ul style="list-style-type: none"> <li>David will send out patch notes no later than go live</li> <li>Get small group together for task list PER-005 functionality meeting</li> </ul>	Keith Schreiner, WPP
	End of year Review	<ul style="list-style-type: none"> <li>Reports / timing end of year clean ups</li> <li>Certs expiring around holidays</li> <li>Best practises</li> </ul>	Keith Schreiner, WPP
	Source Metrics	<ul style="list-style-type: none"> <li>2025 Q4 Presentation of Metrics</li> </ul>	Jessica Zamonis, WPP
	NERC SOC Manual Changes and other Platform updates and discussions	<ul style="list-style-type: none"> <li>Review of recent roll out</li> <li>Audio player</li> <li>Assignment Reporting</li> <li>Multi person synchronous in person training</li> <li>Asynchronous Reports</li> <li>Data and Charts, what would be helpful on source</li> <li>SCORM</li> </ul>	David Pennington, WPP
	Source.Training, QTD and Task lists Small Working group	<ul style="list-style-type: none"> <li>Update QTD Api</li> <li>Small working group Update</li> <li>PER-005</li> </ul>	David Pennington WPP, Kevyn Hopkins, PGE
	New Course review / updates	<ul style="list-style-type: none"> <li>Overview of new courses</li> <li>Upcoming courses</li> </ul>	Keith Schreiner, Jessica Zamonis WPP, Kevyn Hopkins PGE
	Subscription Update	<ul style="list-style-type: none"> <li>Subscribers</li> <li>Revenue</li> <li>Current projects</li> </ul>	Keith Schreiner, WPP