

OTS – February 2026

DATE:	TIME:	LOCATION:	ROOM:
Wednesday, 4 th February 2026	8:00 am – 11:00 am PST	WPP Offices	
ATTENDEES:	VIRTUAL DETAILS:	CALL-IN DETAILS:	
Staff and Members	Join via Microsoft Teams: Meeting ID: 245 206 461 337 5 Passcode: py9E3pJ6	+1 469-998-7653,,435688696# 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"> • David will send out patch notes no later than go live • Get small group together for task list PER-005 functionality meeting 	Keith Schreiner, WPP
	End of year Review	<ul style="list-style-type: none"> • Reports / timing end of year clean ups • Certs expiring around holidays • Best practises 	Keith Schreiner, WPP
	Source Metrics	<ul style="list-style-type: none"> • 2025 Q4 Presentation of Metrics 	Jessica Zamonis, WPP
	NERC SOC Manual Changes and other Platform updates and discussions	<ul style="list-style-type: none"> • Review of recent roll out • Audio player • Assignment Reporting • Multi person synchronous in person training • Asynchronous Reports • Data and Charts, what would be helpful on source • SCORM 	David Pennington, WPP
	Source.Training, QTD and Task lists Small Working group	<ul style="list-style-type: none"> • Update QTD Api • Small working group Update • PER-005 	David Pennington WPP, Kevyn Hopkins, PGE
	New Course review / updates	<ul style="list-style-type: none"> • Overview of new courses • Upcoming courses 	Keith Schreiner, Jessica Zamonis WPP, Kevyn Hopkins PGE
	Subscription Update	<ul style="list-style-type: none"> • Subscribers • Revenue • Current projects 	Keith Schreiner, WPP