Team Meeting

July 21st / 10:00 AM / CONFERENCE ROOM

# Attendees

 Project Manager

 Sustainability Officer

 Facilities Manager

 HR Representative (if involving employee engagement)

 Finance Representative (for budget considerations)

 IT Representative (if discussing energy-efficient technology)

 Marketing Representative (for communications and awareness campaigns)

 External Consultants (if applicable)

 Key Stakeholders (e.g., department heads or senior management)

Purpose and Expectations

Discuss progress and next steps for the office green project.

# Agenda

Topic #1: **Current progress on office green initiatives**

* Review of energy-saving measures implemented.
* Update on waste reduction efforts.

**Topic #2:** **Future goals and strategies**

* Brainstorming session on additional green initiatives.
* Setting targets for carbon footprint reduction.

**Topic #3:** **Engaging the team and stakeholders**

* Discussion on raising awareness among employees.
* Involvement of stakeholders and external partners.

# Notes

 Discussed current progress on energy-saving initiatives; identified areas for improvement in waste reduction.

 Brainstormed new green initiatives such as installing motion-sensor lights and promoting paperless practices.

 Agreed to launch a monthly awareness campaign to educate employees on sustainability practices.

 Scheduled a follow-up meeting to finalize targets for carbon footprint reduction.

# Action Items

 **Project Manager:** Research cost-effective options for installing motion-sensor lights in office areas

 **Sustainability Officer:** Prepare a proposal for expanding recycling programs; present at next meeting.

 **HR Representative:** Develop a communication plan for the monthly awareness campaign.

 **Finance Representative:** Review budget allocation for additional green initiatives and provide feedback

 **Facilities Manager:** Coordinate with external vendors for eco-friendly office supplies procurement and initiate discussions