

STEERING COMMITTEE MONTHLY MEETING

AUGUST 1, 2019
10 AM - 12 PM

GINA MCCARTHY
AUDITORIUM AT DEEP
HARTFORD HQ

1. WELCOME

2. REFRESH ON EO TIMELINE AND UPCOMING DATA MILESTONES

- a. Review overall timeline for EO
- b. EnergyCAP
- c. Waste qualitative survey
- d. Vehicle fuel data

3. PROJECT TEAM ROLL-OUT

- a. Project Team assignments circulated by email beforehand
- b. Explain project team expectations/goals, expectations for frequency of meetings and deliverables, potential roles to fulfill on each project team

4. PROJECT TEAM ROUND-TABLE

- a. Initial meet and greet of project teams
- b. Project teams will:
 - Acknowledge each other's background, interest, and roles each team member might play
 - Determine preliminary roles
 - Set up subsequent meetings
 - Identify questions on Team mission/goals

5. PROJECT TEAM DEBRIEF

Project teams debrief what their team discussed and any conclusions/ findings/ roles/ goals they developed.

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A Lead by Example Initiative