

## Minutes for EO1 Meeting

Friday, August 1, 2019

10-11:30AM

1. Welcome - DEEP Commissioner Dykes
  - a. Refresher on EO 1
  - b. Recognition to all those who completed survey and participated in webinar
2. Refresh on EO 1 Timeline and upcoming data milestones- Deputy Commissioner Mary Sotos
  - a. Review overall timeline for EO
  - b. Energy CAP levels
  - c. Waste qualitative survey
  - d. Vehicle fuel data
3. Project Team Roll-out
  - a. Renewable Energy, Energy Efficiency, Sustainable Water Use, Sustainable Material Management, Clean and Efficient Transportation, Process Improvement, Reporting, Water, Renewables, Public Engagement, Sustainability in Leased Spaces
  - b. What is my commitment?
  - c. What kind of work will I do?
4. Project team round-table
  - a. Initial meet and greet of project teams
  - b. Project teams tasked with:
    - a. Acknowledgment of members' background, interest, and roles
    - b. Set up subsequent meeting
    - c. Identify questions on Teams mission/goals
    - d. Identify Team Leader (Project Manager), Co-Chair Representative, Communications Liaison and Logistics Coordinator
5. Project Team Debrief

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