First meeting agenda

Getting the most out of the first meeting with your team will help to set the momentum for the following months. This is not an exhaustive list and other relevant issues can be discussed within the meeting, however here are some key areas that are important to cover.

**Please feel free to edit this agenda ahead of your meeting**.

1. **Introductions**
* Ask each member of the team to introduce themselves, along with their job role (if not all colleagues know each other), as well as why they want to get involved.
* Find out if the team has any relevant areas of interest or expertise within the team. This may help to shape what tasks you decide to undertake and what type of actions you decide to focus on over the programme/find most interesting!
1. **Current sustainability performance**
* Have any team members or has the team itself taken part in Green Impact before? If yes - what was their accreditation level, were there any sustainability areas they were particularly weak/strong in (energy, waste, travel, procurement, communications etc)?
* If new to Green Impact - what initiatives or practices are staff generally aware of, what good sustainability behaviours are already embedded?
1. **Sustainability targets for this year**
* Setting a target early on will help you all to focus tasks for the following months, what accreditation would the team like to aim for this year?
* Are there any major changes/projects happening within the department or college over the next couple of months that could be relevant to their sustainability? Is the work space changing, are any big purchases being made, contracts or policies being reviewed or projects taking place - can sustainability be considered by the individuals involved?

1. **Levels of engagement**
* Are there any staff it would be useful to have on board with the team or get input from?
* What are the opportunities to increase active engagement with Green Impact? Would green group meetings, competitions, regular communications, drop in’s get others involved help?
* Do your team want to reach out to students in your department/College to see if they would like to be part of your Green Impact efforts?
1. **Initial tasks**
* What initial tasks can be completed, by whom and by when?
* Have you reviewed the workbook and [FAQs](https://www.environment.admin.cam.ac.uk/guide-green-impact-202122) to check you’re familiar with the process?
* Have you ensured all team members are [signed up to the workbook](https://www.environment.admin.cam.ac.uk/files/green_impact_workbook_registration_guide.pdf)? Emails about the programme are only sent to those signed up to the online workbook so this is an important step!
* Could you conduct a baseline audit of the department or college to identify areas for improvement?
* Could you have a soft launch or launch email to introduce yourself to your department/College?
* Could you do a review of the workbook actions to find quick wins within the workbook?
1. **How you’ll work together**
* What are your preferred communication methods to stay in touch as a team? (e.g. may be useful to create your own WhatsApp, Yammer, Slack, MS Teams or other social group would be good!).
* Are there any ‘no-go’ time periods between now and the submission deadline for staff and students when working on Green Impact will be difficult – this will help you plan timelines (for example time periods when coursework is due, particularly busy work periods etc.)?
* Do you want to have designated people within the team who will upload comments and evidence to tick off actions on the workbook? Or will you all upload things together/each person does specific action uploads?

1. **Next meeting/correspondence**
* How often should you meet as a team?
* Who should be your main point of contact from the team to answer any Green Impact related queries?
* Set your next meeting date!