

**Built Environment Efficiency Working Group
Tuesday, February 20, 2018
2:00-4:00pm
550 Capitol Street NE, Salem OR 97302
Room Meitner**

Agenda

- 2:00-2:10** **Introductions (if anyone is new)**
- 2:10 – 3:45** **Directive Schedules and Deliverables, by item (fill out matrix)**
- a. Timelines
 - b. Intermediate deadlines
 - c. Teams/staff
 - d. Agency partnerships
 - e. Subcommittees and Process
 - f. Documenting progress
- 3:45 – 4:00** **Next steps**
- a. Meeting frequency
 - b. External Resources – how to identify, who to bring in, and when?
 - c. How to communicate BEEWG progress - ideas
 - 1. Website
 - 2. Report card
 - 3. Contact
 - 4. How complex?