First meeting agenda TEMPLATE

Getting the most out of the first meeting with your team will help to set the momentum for the following months, finding out key information to help you get to know the department and agree some initial tasks or targets. 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. Feel free to edit this document to suit your own style prior to your first meeting.

1. **Introductions**
* Let the team know your areas of interest or relevant expertise. This may help to shape what tasks you undertake and can make use of existing knowledge or help to improve skills you want to develop.
* Are you clear about the function of the department? Having a good understanding of what the staff within your team do day-to-day will help to identify the relevant tasks within the Green Impact workbook.
1. **Current sustainability performance**
* Has the team taken part in Green Impact before, what was there accreditation level, were there any sustainability areas they were particularly weak/strong in (energy, waste, travel, procurement, embedding procedures/communications)?
* 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 to focus tasks for the following months, what accreditation would the team like to aim for, are there any special awards they would like to concentrate on?
* Are there any major changes/projects happening within the department over the next couple of months that could be relevant to their sustainability? Is the office space changing, are any big purchases being made, contracts being reviewed or projects taking place- can sustainability be considered by the individuals involved?

1. **Levels of staff engagement**
* Who are the current sustainability champions, which areas of the team/department are engaged and proactive in the scheme, who adheres to the procedures but is less engaged, who is disengaged?
* What are the opportunities to increase active engagement? Would green group meetings, competitions, regular communications, drop in’s get others involved?
1. **Initial tasks**
* What initial tasks can be completed, by whom and by when?
* Could you conduct a baseline audit of the department to identify areas for improvement?
* Could you do a review of the toolkit actions to find quick wins?
* Can you be responsible for posters and other communications?
* Are there pieces of research that need undertaking?
* Talk with staff to launch and raise awareness.
1. **How you’ll work together**
* What are your preferred communication methods?
* How often will you be in touch with the team?
* What are your agreed turnaround times for keeping in contact?
* Are there any ‘no-go’ time periods between now and April for staff and students (for example when coursework is due, particularly busy work periods etc.)?

1. **Next meeting/correspondence**
* How often should you meet with the team? Are there existing team meetings you could attend part of?
* Is the team happy for you to use the workbook for uploading evidence, ticking off actions and making comments?
* Who should be your main point of contact from the team to answer any Green Impact related queries?
1. **Completing the Project Assistant and Team Agreement**
* Fill in the document together so you’re sure expectations are really clear. Send a copy to your organisation’s Green Impact lead.