



## Green Team - Sustainability Committee Meeting Agenda Template

### meeting two - idea workshop

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#### 1. Discuss ideas for change

List all the ideas you can to improve sustainability within your company. These can be workshopped in more detail later.

##### *Recycling*

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

##### *Energy Consumption*

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

##### *Waste Reduction*

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

##### *Use of environmentally friendly supplies*

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

#### 3. Communication

How will the committee communicate changes to staff and to the wider community?

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#### 3. Action Worksheets

Once each member has chosen a project, they should fill in a Momentum Energy Action Worksheet which is also available to download.