



Meeting date | time **01.08.2021** | **11am-1pm** | Note Taker **Jon**

AGENDA

Topic	Person/Workstream	Time
1. Winter Break Recap	All team members	5 minutes
2. Team Charter	All team members	50 minutes
3. Review project scope	All team members	30 minutes
4. Next Steps / Q&A	All team members	5 minutes

Topics

Topic 1 – Recap of Last Meeting

Description: Discuss general research into ESG

Topic 2 – Team Charter

Description: Go through Team Charter and review what has been done and what everyone needs to do.

Topic 3 – Review Project Scope

Description: Discuss project scope and identify general areas of research

Topic 4 – Next Steps / Q&A

Description: Decide on meeting time for the following week to further discuss project ideas

DEADLINES

Action items	Person responsible	Deadline
GlobeSmart Profiles	All team members	1/12/21
Scavenger Hunt	All if applicable	1/12/21
Brainstorm ideas for project	All team members	ASAP
Schedule 1-on-1 Meeting	All team members	1/20/21