**Energy management Team Meeting agenda**

 ***[Organization Name] – [Facility Name]***

***[Meeting Date]***

***[Meeting Start Time] [AM/PM] to [Meeting End Time] [AM/PM]***

***Meeting Location***

**Meeting Called By:**

*[Name]*

**Planned Attendees:**

*[Names]*

|  |  |  |  |
| --- | --- | --- | --- |
| **Owner** | **Agenda Item** | **Required Attendees** | **Time** |
|  | Introduction |  |  |
|   | Minutes from Last Meeting |  |  |
|  | Energy Saving Ideas |  |  |
|  | Recent Improvements |  |  |
|  | Review Progress of Action Plan |  |  |
|  | Review Progress on Action Items from Previous Meetings |  |  |
|  | New Action Items |  |  |
|  | *[Insert rows for additional items]* |  |  |

**Resource People:**

*[Names of people from outside resources]*

**Next Meeting:**

*[Date of next meeting]*

*[Start time of next meeting] [AM/PM]*

*[Meeting location]*

**ENERGY TEAM MEETING MINUTES**

***[Organization Name] – [Facility Name]***

***[Meeting Date]***

**Meeting Called By:**

*[Name]*

**Attendees:**

*[Names]*

**Absent Attendees:**

*[Names]*

|  |  |  |
| --- | --- | --- |
| **Owner** | **Topic** | **Notes** |
|  | Introductions |  |
|  | Minutes from Last Meeting |  |
|  | Energy Saving Ideas |  |
|  | Recent Improvements |  |
|  | Review Progress of Action Plan |  |
|  | Review Progress on Action Items from Previous Meetings |  |
|  | New Action Items |  |
|  | *[Insert rows for additional items]* |  |

**New Action Items**

|  |  |  |  |
| --- | --- | --- | --- |
| **Person Responsible** | **Action Item** | **Others Involved** | **DUE date** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |