1. intros
2. meeting date and time
   • Wednesday night is a bad day
3. logistics
   • attendance policy: 4 max. absences → heavily encouraged to let me know beforehand if you’ll be absent (email, text)
   • If you’re absent and make up the hour of work on your own time, notify me and you’ll only have ½ absence
   • additional absences are allowed only due to family emergencies, traumatic break-up
4. structure
   • teams by project
   • self-selected point person/director: this person is in charge of directing, facilitating, keeping momentum for that specific project. I will check in with these point people from time to time
5. optional depending on time: project brainstorm
   • waste not! (100% will happen)
     • working with designers on bins
     • working on signage
     • working on resolution (including data, communicating with policy stakeholders)
     • behavior strategists and education/awareness promoters → how to insert this into the plan/policy
   • plastic water bottle ban? plastics ban???
   • fossil fuel divestment???