For each SWATeam meeting:

* Assist SWATeam Chair with development of meeting agendas.
* Send meeting reminders to SWATeam members, and any invited participants.
* Take clear meeting minutes to post on iCAP Portal. Record attendees, date and time of meeting, topics covered, key points for each topic, and agreed upon to do items, including responsible person and anticipated schedule of completion. A good example is available at <http://icap.sustainability.illinois.edu/project-update/ecbs-swateam-meeting-minutes-8>.
* Provide iCAP Portal project updates after each SWATeam meeting, linking to the specific iCAP Portal projects, as discussed in the meeting. See iCAP Manual User Guide.
* Route any SWATeam recommendations for comments, and submittal to iWG co-chairs.

Ongoing:

* Assist SWATeam Chair as requested.
* Coordinate meetings with additional stakeholders, when needed.
* Help identify project champions for new iCAP projects.
* Support implementation of engagement events, recommendations, and related projects.
* Assist sustainability staff with iCAP Portal updates, related to your SWATeam.
* Translate email discussions into pertinent iCAP Portal updates.
* Assist student project interns with their efforts in support of the SWATeam/iCAP projects.

August:

* Read the iCAP Portal User Guide. <https://icap.sustainability.illinois.edu/files/project/27/iCAP%20Portal%20user%20guide.docx>
* Add a small bio for yourself on the iCAP Portal.
* **Due September 6: Schedule first and recurring meetings for SWATeam. Remember to choose and reserve a location.**

September:

* Work with SWATeam to write a descriptive paragraph about the SWATeam’s focus for this year, and enter that in the Project Description for your SWATeam on the iCAP Portal. Update the team members on the iCAP Portal SWATeam Project page. Record the Chair as the Project Leader. Record yourself as the Primary Contact.
* Review the iCAP Objectives status file from iSEE, with SWATeam members.
* Read the iCAP Portal for existing iCAP projects related to your SWATeam (for Energy, read ECBS & eGen; for Land & Water, read ALUFS & Water). Contact project leaders to get updated information, edit the iCAP Portal project page as appropriate, and enter a project update, based on the info you get from the project leader or other sustainability staff.
* In the September meeting, we will describe the iCAP drafting plan and ask SWATeams to draft iCAP objectives.

October:

* Review iCAP Portal Theme pages. Work with SWATeam to update the intro text for your key theme(s), and coordinate with other SWATeams, when the Themes overlap.
* **Attend the Campus Sustainability Celebration on October 23, 4-6.**
* Discuss and fine tune the draft iCAP objectives for your team.

November:

* Make sure the draft iCAP objectives have associated metrics, timelines, and clarity about expectations.
* Submit the draft iCAP objectives to the iCAP Working Group on the schedule that will be provided by iSEE.

December:

* Schedule spring semester meetings.
* Notify iSEE of any outgoing SWATeam members.

