1. **Announcements:**
2. Olivia Webb will step-down from iSEE in the end of February.
3. New chancellor will review iCAP 2015- the meeting will occur on March.
4. **Discussion of recommendation process as developed and described in the iCAP**
5. Morgan gathering information from other SWATeams on their suggestions for the recommendation process.
6. SWATeams need to know how much detail goes into the recommendation.
7. iCAP Working Group should be a part of discussion with stakeholders.
8. How can stakeholders in any recommendation keep track of the status of the recommendation? One idea would be a flow diagram –we can track changes.
9. We need feedback and follow-up for each different project.
10. It was suggested to have a meeting for all SWATeam chairs and discuss different opinions. Marian agreed she would attend from the ECBS SWATeam.
11. There is a need for updates for process of recommendations. Some are not in the iCAP Portal yet.
12. **Illini Lights Out final planning for 10th of February**
13. It is expected, that about 40 people will attend, 30 of them are from Alpha Phi Omega Chapter (APO). Olivia W and Marian will lead this ILO.
14. 12 buildings will be checked.
15. Morgan wondered if at one of the ILOs, we could ask students to take a picture of every lightbulb on the building exterior.
16. Paul noted that seems like it’s getting harder to get students to volunteer for university service.
17. **Update on fume hood work**
18. Retrocommissioning (Rcx) is being implemented at Illini Union and Memorial stadium and some other buildings on campus.
19. Fume hoods in the Research Park are under control.
20. **North America Laboratory Freezer Challenge update**
21. There are 7 labs that signed up.
22. **Planning for Earth Week for our team and campus as a whole**
23. Environmental issues (concerns) are very important.
24. The Earth Week is April 17 – 21. Earth Day is April 22nd, 2017.
25. There is practice of lightbulbs exchange that we can apply on our campus.
26. **SWATeam next meeting time and date**:  February 23rd, from 3:30 to 5 pm.