**

*IGA Midpoint Review Meeting Agenda*

ESPC Process Doc. P3-02

Rev. 11-14-18

Responsibility: PF

**IGA Midpoint Review Meeting Agenda**

**(topics are suggestions)**

**Introductions/Roles**

* Welcome by Agency
* Introductions and roles of each person in the project (PF)

**Objectives of the Meeting**

* Achieve understanding of what is proposed
* Gather all comments to deliver to ESCO

**Review Items**

* ECM technical descriptions, baselines, and savings
* M&V Plan
  + Witnessing
* Management Approach
  + Risk, Responsibility, and Performance Matrix
  + O&M, Repair & Replacement
* Updated TO Schedules

**Wrap-Up/Next Steps**

* Discussion of steps following comment delivery to ESCO
* Comment finalization completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Send further comments to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Is a follow up call or meeting required prior to sending comments to ESCO?