

## SWG Workplan

<b>Task</b>	<b>Meeting 1: December 12, 9-1</b>	<b>Meeting 2: Feb 24 (LBL) 9-4</b>	<b>Meeting 3: April 22 (D.C)</b>	<b>Meeting 4: June 16 (LBL)</b>
<b>Identify and prioritize scope and use cases</b>	Scope and list uses cases with near and long term priorities. LBNL will prepare starting list.	Finalize recommendations		
<b>Determine relationship to key specs</b>	Key specs identified and introduced; Relationship to key specs defined;	Finalize recommendations		
<b>Resolve BEDES Facility Type Structure</b>	Resolve how Multi-Family buildings are addressed in BEDES and working group process			
<b>Define branding</b>	Discuss prep tasks	Options for branding identified, with pros and cons.	Develop draft recommendation	Finalize recommendations
<b>Develop plan for hosting, operating and maintenance</b>	Discuss prep tasks	Develop options and pros and cons	Develop draft recommendations	Finalize recommendations
<b>Develop revision process and schedule</b>	Discuss prep tasks	Develop options and pros and cons	Develop draft recommendations	Finalize recommendations
<b>Develop adoption strategy, including phasing into other specs</b>	Discuss prep tasks	Develop options	Discuss pros and cons of different options	Finalize recommendations
<b>Other ?</b>	Identify other potential issues and topics	Follow up on other issues id'ed in prior meeting or TWG	Follow up on other issues id'ed in prior meeting or TWG	Assume completed at prior meeting