**1.3 Meetings**

* + - * 1. The Building Performance/Sustainability Committee will meet [quarterly/six-monthly/other] or as otherwise agreed by the parties for the purposes of addressing any matters or issues that arise under this lease.
        2. The Building Performance/Sustainability Committee will produce and maintain for the term of the lease and any renewed term, written minutes of each meeting which will be approved and signed by the Building Performance/Sustainability Committee representatives within [insert#] days of each meeting.