

Minnesota Geospatial Advisory Council Committee/Workgroup Status Report

Instructions:

The purpose of the status report is to provide information to the GAC and stakeholders about committee/workgroup activities and progress on their work plans. This will usually be generated by the chair or vice-chair. Short concise reporting is desired – most likely a page or less.

1. *Replace “Committee/Workgroup Name” with the actual name of the committee/workgroup*
2. *Add the report date*
3. *Identify who created the report and their contact info*
4. *List meetings that have taken place this year. If possible, provide links to the meeting minutes.*
5. *Under “Progress on work plan” cover any of the following as appropriate:*
 - a. *Briefly describe activity.*
 - b. *What has been accomplished?*
 - c. *What progress has been made on achieving proposed goals?*
 - d. *Is the committee/workgroup on track to accomplish what was planned for the year or period? If not, what is expected to be accomplished?*
 - e. *What problems or impediments have been encountered?*
 - f. *What assistance does the committee/workgroup need?*
 - g. *Provide any maps or graphics as appropriate.*
 - h. *Include sub-group activity that has resulted in progress on the committee/workgroup work plan*
6. *List any additional info that you think is relevant to the GAC or stakeholders*
7. *Finally, delete this instructions section ☺*

Committee/Workgroup Name

Report date:

Prepared by:

Meetings:

Progress on work plan:

Additional comments:

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