**MnGeo Committee and Workgroup**

**Annual Report Template**

August 1, 2013

**Purpose:** To briefly describe committee/workgroup activities and progress on their work plans over the past year. This will usually be generated by chair or vice-chair and provided to the CGIO by June first each year. This report should include sub-group activity.

**Committee/workgroup Name:**

**Annual report date:**

**Person generating this status report and their contact information:**

**What was the committee/workgroup activity this past year?**

* When were meetings held? (If possible, provide a link to the meeting minutes.)
* Progress on work plan:
	+ Briefly describe activity over the past year.
	+ What has been accomplished? What are the deliverables or results?
	+ Did the committee/workgroup what it planned to do? If not, why? Please tie this to the work plan.
	+ What problems or impediments have been encountered? How are they going to be addressed?
	+ Are there any resources (hardware, software, data, staff) needed? Quantify as much as possible.
	+ Provide any maps or graphics as appropriate

**Scheduled meetings for the coming year:**

**Additional comments:**

**As part of the annual reporting, committee/workgroups and sub-groups will develop and provide a workplan for the coming year to the CGIO by July 15th each year. The committee/workgroup charter should be updated if needed to accurately reflect committee/workgroup mission and direction.**