

# Minnesota Geospatial Advisory Council Committee/Workgroup Final Report

## **Instructions:**

*This report is to be used when the committee/workgroup sunsets or ends, to describe committee/workgroup activities since its inception. This will usually be generated by the committee/workgroup chair or vice-chair.*

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. *Identify how long the committee/workgroup existed*
5. *List the accomplishments of the committee/workgroup*
  - a. *What are the deliverables or results of committee/workgroup work?*
  - b. *Did the committee/workgroup accomplish what it planned to do? If not, why? Please tie this to the committee/workgroup's charter.*
  - c. *What happens to the committee/workgroup work product? (What follows - who is going to do what?)*
  - d. *Provide any documentation, maps or graphics as appropriate*
6. *Identify who should be informed about this accomplishment, including any of the following*
  - a. *CGIO*
  - b. *Advisory Council (includes the Outreach Committee)*
  - c. *Post on committee/workgroup website*
  - d. *MN GIS/LIS E-announcement*
  - e. *Other (specify or list)*
7. *List any additional info that you think is relevant to the GAC or stakeholders*
8. *Finally, delete this instructions section 😊*

## **Committee/Workgroup Name**

**Report date:**

**Prepared by:**

**How long did the committee/workgroup exist?**

**What did the committee/workgroup accomplish?**

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**Who should be informed?**

**Additional comments:**