**Instructions:**
The purpose of the status report is to announce a committee/workgroup deliverable or achievement. The audience for this announcement is the Minnesota geospatial community and State CGIO.

1. Replace “Committee/Workgroup Name” with the actual name of the committee/workgroup
2. Add the announcement date
3. Identify who prepared the announcement and their contact info
4. Identify the accomplishment
   a. What was delivered or achieved? Tie back to the work plan.
   b. Indicate why this is important and who benefits.
   c. What happens to the work product? (What follows - who is going to do what?)
   d. Provide any maps or graphics as appropriate.
5. 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)
6. List any additional info that you think is relevant to the GAC or stakeholders
7. Finally, delete this instructions section 😊

**Committee/Workgroup Name**

**Announcement date:**

**Prepared by:**

**What was accomplished?**

**Who should be informed?**

**Additional comments:**