***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*
   1. *What are the deliverables or results of committee/workgroup work?*
   2. *Did the committee/workgroup accomplish what it planned to do? If not, why? Please tie this to the committee/workgroup’s charter.*
   3. *What happens to the committee/workgroup work product? (What follows - who is going to do what?)*
   4. *Provide any documentation, maps or graphics as appropriate*
6. *Identify who should be informed about this accomplishment, including any of the following*
   1. *CGIO*
   2. *Advisory Council (includes the Outreach Committee)*
   3. *Post on committee/workgroup website*
   4. *MN GIS/LIS E-announcement*
   5. *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?

## Who should be informed?

## Additional comments: