**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?
Minnesota Geospatial Advisory Council
Committee/Workgroup Final Report

Who should be informed?

Additional comments: