Instructions:
The purpose of the status report is to provide information to the GAC and stakeholders about committee/workgroup activities and progress on their work plans. This will usually be generated by the chair or vice-chair. Short concise reporting is desired – most likely a page or less.

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. List meetings that have taken place this year. If possible, provide links to the meeting minutes.
5. Under “Progress on work plan” cover any of the following as appropriate:
   a. Briefly describe activity.
   b. What has been accomplished?
   c. What progress has been made on achieving proposed goals?
   d. Is the committee/workgroup on track to accomplish what was planned for the year or period? If not, what is expected to be accomplished?
   e. What problems or impediments have been encountered?
   f. What assistance does the committee/workgroup need?
   g. Provide any maps or graphics as appropriate.
   h. Include sub-group activity that has resulted in progress on the committee/workgroup work plan
6. List any additional info that you think is relevant to the GAC or stakeholders
7. Finally, delete this instructions section 😊