***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*
   1. *What was delivered or achieved? Tie back to the work plan.*
   2. *Indicate why this is important and who benefits.*
   3. *What happens to the work product? (What follows - who is going to do what?)*
   4. *Provide any maps or graphics as appropriate.*
5. *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)*
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: