

Puget Sound Chapter
Committee / Project Status Report

Committee / Project Name: _____ Date: _____

Team goals: what is the purpose, or goal, your team is working towards?

Team focus for this period: what activities or accomplishments have been completed or met?

Upcoming team focus: what future activities or accomplishments is the team working on?

Key issues: what issues have been realized or overcome?

Team decisions: what decision need to be, or have been, made and by whom?

Resources / Board support: what resources do you need to meet the team's goals? What more could the board do to support your team's goals?

Next steps: list specific action steps your team will take to meet its goals. Put a name and a due date by each step if possible.

Step	Person Responsible	Date

Prepared by: _____