

DEPARTMENT OF GEORGIA

STATE COMMITTEE/PROJECT REPORT



COMMITTEE:	
CHAIR:	
OBJECTIVES:	
UPDATE/STATUS:	
NEXT MEETING:	
DATE COMPLETED:	
CHAIR SIGNATURE:	

INSTRUCTIONS:

- Committee: Enter the name of your committee/project.
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- Chair: Chairperson's name, phone number, email address
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- Objectives: Explain the purpose of the committee or project.
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- Update/Status: Tell us what has happened since your last report. List decisions made, motions proposed, and any major factors.
Use as much space as needed but do not list everything discussed.
This report should be outcome based.
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- If no meeting/activity was held, list the objectives of the next planned meeting.
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- Next Meeting: List the scheduled date/time/location of the next meeting.
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- Date Completed: Date this report was done.
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- Chair Signature: Chairperson signs it.
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