Team Report Template

Team Name + Name of person reporting:

Date:

Report covers the period of:

Highlights (3-4 main points):

Other news if applicable:

Date, time and place of next meeting:

Example

Peer Governance Group (Jinny Hayes)

November 30, 2023

Covers Nov 7 (last Council) to Dec 4

- Met x 1
- Worked on Council Stewardship mandate and logistics; mandate now up on website
    - Deb will be point person for this team
    - Any questions or comments about Council can now be sent to council@gabriolacommons.ca
    - Designed a template for Team Reports; written preferred; may be brought to Council or sent in to Note Taker for inclusion in Notes if no-one from team attends Council meeting
- Worked on Peer Governance document, with emphasis on general accessibility; have one final section to complete (Structures for Peer Governance)

Next meeting: Dec 11 @ 2.30 Planning Room of Farmhouse