

Elgin Partnership for Early Learning

Subcommittee Reporting Form

Subcommittee	Name of subcommittee
Meeting Date and Location	Date and location
Members in Attendance	Either list members in box by name (preferred) or write number and attach sign in sheet. If there are attendance and membership targets, track against these.
Scope of Work for Meeting	Major goals and agenda of meeting
Major Discussion Points	Recap of meeting
Accomplishments	Any "wins" take place?
Benchmarks	Tracking of Subcommittee progress against charge/work plan for Subcommittee. Attach work plan with updated information on deliverables completed.
Potential hazards	Things to keep on the radar
Next Steps	Keep the group informed of what is happening next for the subcommittee. Possible area for assigned homework or tasks.
Next Meeting information	If date, time and location are set.
Additional information	If anything else needs to be added.

Elgin Partnership for Early Learning

Subcommittee Reporting Form

Member(s) Completing Form	Name of Executive Committee liaison, Subcommittee cochair(s) and Director who are tracking information.
--------------------------------------	---