**Subcommittee Summary**

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| **Subcommittee**  | ***Subcommittee Name Here*** |
| **Champion** | Name | Organization, email  |
| **Subcommittee Members:**Cal TF Members | Name | Organization, email |
| **Subcommittee Members:**non-TF Members | Name | Organization, email |
| **Final Deliverable(s)** |   |
| **Commencement Date** |  |
| **Conclusion Date** |  |

1. **Subcommittee Objective**

*Describe the objective of the subcommittee and final deliverable (s). This will be used to track subcommittee progress and determine when subcommittee work may conclude. The objective may be to resolve all technical issues listed in next section.*

1. **Description of Issues**

*List issues to be resolved through subcommittee discussion.*

*(Reference attachments as necessary)*

1. **Background information**

*Describe any important background information necessary to provide issue context, guide discussion, or otherwise assist subcommittee members in making informed recommendations or decisions.*

1. **Schedule**

*Describe the planned schedule and agenda items for subcommittee meetings. A proposed approach is listed below, and may be modified case-by-case. However, a draft schedule with clear progress checks should be developed no later than the second meeting so that the subcommittee has a clear understanding of the subcommittee objectives, deliverables, interim steps and due dates.*

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| **Date** | **Agenda** | **Next Steps** |
|  | * Overview of abstract
* Agreement on Issues
* Agreement on Objectives
* Agreement on number of meeting to hold
* Discussion
 | Subcommittee members to consider issues discussed, prepare comments for next meeting |
|  | * Discussion of issues, proposed resolution
* Determine if next meeting necessary
 | Subcommittee members to consider issues discussed, prepare comments for next meeting |

1. **Attachments**