

Template for working group reports to plenary

This is not meant to be restrictive or prescriptive, but we hope it will help remind everyone what info is helpful for people who didn't attend the working group and help promote an inclusive GLEON

Template for working group reports to plenary

Objectives:

- Summarize group activities (archive)
- Identify project status (open to people joining)

Be thorough in your reporting but brief in your presentations!

Working group leaders please upload this information to the working group web pages on the GLEON site and update project tracker.

Overall working group information

- Title
- General theme(s) of the WG (Title doesn't always convey this)
- WG leader(s)—names, photos, and emails
- Comprehensive participant list—names and emails--this can be long, but it is important for us to have a record of participants

Working group project list

Comprehensive project list –for each project that isn't already completed:

- Title
- Activity level (Green, yellow, red)
- Project leader(s)—names, photos, and emails
- Comprehensive participant list—names and emails

Working group NEW projects

Comprehensive project list –for each project that's newly started:

- Title
- Project leader(s)—names, photos, and emails
- Comprehensive participant list—names and emails
- Abstract (bullet points)
- Conceptual figure
- Next steps (objectives, activities, data requests, time lines)