# Report of the MOBIUS [Group name]

[Date]

Submitted by: [name of person submitting report]

[Period covered by report] **This report covers tasks and activities undertaken during the period [beginning date] through [ending date] and provides an overview of scheduled activities for the period [beginning date] through [ending date]. Please note if this is an annual report.**

[The number of items and depth of detail depends on the nature of the group and the issues being addressed. In general, it is a good idea to keep points of information short for easy review, with additional information available through a group contact. Omit any section that does not apply.]

**Date of last meeting:** (day month year)

**Date of next meeting:** (day month year)

## SUMMARY OF ACTIVITIES

### Recommendations to Board of Directors:

* (item)
* (item)

### Action Items Completed:

* (item)
* (item)
* (item)

### Action Items In-progress/Pending:

* (item)
* (item)
* (item)

### Announcements:

* (item)
* (item)
* (item)

### Questions for the board/larger group:

* (item)
* (item)
* (item)

### Other Notes:

* (item)
* (item)
* (item)