General info

Working Group:	***[Enter WG Name]***
Working Group Lead	***[Assign a lead for coordination and communication]***
Members	***[Enter WG Member Names]***

What are you trying to achieve?

Aims/Objectives 1	
Aims/Objectives 2	
Aims/Objectives 3	

Actions

	What is it?	Who is involved?	Who is responsible for it?	How much time is allocated?	When do you complete the action?
Preparation					