

# The Region 5 Outreach Committee of the Whole Sub-Committee Meeting Report

Sub-Committee Name: \_\_\_\_\_

Sub-Committee Chair \_\_\_\_\_ Date: \_\_\_\_\_

**S.M.A.R.T. Goal:**

- Specific
- Measurable
- Achievable
- Relevant
- Time-bound

Use the S.M.A.R.T. Goal guide on the back of this form
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**Tasks to accomplish the smart goal**

	Task Description	Assigned to
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

**Issues for Later**

1.	
2.	
3.	
4.	
5.	