

Working Group Chair Review Form

Internet2 Liaison:

Working Group Chair:

Chair phone number:

Chair email address:

Flywheel:

Scribe:

Scheduled Review Date:

Today's Date: _____

1. Briefly describe the work that was done by the _____ Working Group throughout the past year, identifying key accomplishments and milestones. Include a list of the conference calls held (with links to minutes where possible), face-to-face meetings, and presentations made by members of the group regarding the group's area of interest and projects.

2.

Presentation title	Presenter	Meeting

3. Review documents and identify those that need to be entered into the document library. Be sure to provide URLs to the work, author names, and key words.
4. Review the web presence of the _____ Working Group. Ensure web presence is current and up-to-date with regard to publications, minutes, and projects under development.
5. Identify Working Group goals and milestones for upcoming year.
6. Identify relationships with other Working Groups, Corporate Partners, and Vendors.
7. What have you done to demonstrate your progress to the Internet2 membership in the past year? (Demo at member meeting? Demo at Joint Techs? Report? Track/Plenary session talk?)
8. What will you do to demonstrate your progress to the Internet2 membership in the next year? (Demo at member meeting? Demo at Joint Techs? Report? Track/Plenary session talk?)
9. Identify and discuss Intellectual Property considerations.

10. Evaluate Internet2 support and services.

11. Additional comments or recommendations.