**IEEE Canada XXX Board Meeting**

**Activity Report and Plan**

FROM: **Insert Your Name, Your IEEE Canada Position**

UNIT: **Your Unit** (Your Section / Your Committee)

SUBJECT: Report on activities from **###** to **###**

Date:Insert the submission date

Please note, we expect all board members to review all reports prior to the meeting as only Area and Group reports are presented at the meeting. Please be sure to include all relevant issues for your Group/Area and the Board, as well as a complete accounting of relevant activities within the reporting timeframe and an announcement of all activities expected before the next in-person Board Meeting. Please also

* identify any success stories to share as best practices for others to learn from
* identify any (ongoing) issues that you wish to discuss with your group/area and/or bring to the attention of the board
* provide any input you can on issues brought up by other committees/sections in prior reports or that may provide insight on how others can help address your issues

Instructions

1. Save the file as: 2022-**X**\_Board\_[**Committee/Section]**\_Report.pdf
2. Email your report to [reports@ieee.ca](mailto:reports@ieee.ca)

**0. Date / Time and Location of Last Report**

< Provide the location of your last report on the volunteer site >

1. **Report on Key Activities during reporting period (since last report):**

1.1

1. **Notification of Upcoming Activities relevant to the Group/Area/Board:**
2. **Issues (Still) Facing This Unit and Proposed Solutions:**
3. **Proposed Goals and Activity Plan until the next board meeting:**
   1. Goals:
   2. Activities:
4. **Please, share any relevant success stories and/or advice for other committees/sections:**
5. **What issues are you having? (Esp. re: membership, planned activities, etc.)**

6.1

1. **Any other Comments or Suggestions?**
   1. For other committees / sections
   2. For IEEE Canada