Critical

Good

Some issues

Significant Issues

**Key updates/accomplishments**

**Upcoming activities**

**Overall status**

* <Add key updates>
* <Add highlights>
* <Add general outlook expectations for next month>

Description When Who

1. … … …
2. … … …
3. … … …

**Key issues/risks**

* <Add highlights>
* <Add general outlook expectations for next month>

**Key areas of focus/decisions**

* <Add key actions for resolving issues>
* <Add other areas for discussion, *e.g.,* emerging issues>

***Routine reports or updates***

*Work Stream #1*