

**SUN Service System
Coordinating Council
Workgroup Planning Worksheet**

Workgroup Name: _____

MEMBERSHIP

List the individual people and/or organizations that need to be members of the ongoing Workgroup. Include Coordinating Council members.

Name	Organization	Notes

LOGISTICS

- Determine a point person for the Workgroup. This person will chair the Workgroup meetings and work with DCHS and the person staffing the meetings to determine the agenda and facilitation of each meeting.
- Who will staff the meetings (inviting membership, finding meeting locations, taking notes, creating documents)?
- How often will the workgroup meet?

- When will meetings take place? When is the first meeting?
- Where will meetings take place?

SCOPE OF WORK / NOTES

How will you accomplish this work?

Who do you need to get input from?