

Sample Report

*- Target audience (name, institution, address, position)

- ✓ Date, time, and location Purpose (given in brief) Issues (with subheadings and bullet points)
- ✓ Current situation
 - ✓ POINTS
 - ✓ POINTS
 - ✓ POINTS
- ✓ Issue 1
- ✓ Issue 2
- ✓ Issue 3
- ✓ Future Goals
 - ✓ POINTS
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