

**Model Aquatic Health Code (MAHC)
Technical Committee**

TC Monthly Progress Report

Technical Committee: _____ Date: _____

Instructions:

1. Each Technical Committee chairperson will submit a Monthly Progress Report Form to their Steering Committee Liaison.
2. The Steering Committee Liaison will submit the Monthly Progress Report to the full SC at least one day prior to the monthly Steering Committee Conference Call.
3. The MAHC Coordinator will post each Monthly Progress Report to the appropriate TC Section on the Collaboration site after the SC Conference call.
4. Give a brief, succinct description for each item.

TC Monthly Progress Report

Technical Committee: _____

Submitted By: _____

Date: _____

1. Summary of progress:

2. Conference calls held:

3. Issues discussed and decisions reached:

4. Assignments given to subcommittees and estimated completion dates:

5. What code elements (i.e. low hanging fruit) does the committee anticipate having ready for initial SC review (such as commonly accepted practices) and by what date?

6. Problems that need resolution before further technical committee decisions can occur:

7. Are research activities needed? If so, what activities?

8. Are there collaboration needs with another technical committee?

9. Describe any other assistance needs (e.g., Steering Committee, MAHC Coordinator [including literature searches], etc.):