

# Briefing Note – Information

X-XXX-XX

<Title of agenda item>

**Purpose:** *[indicate the item on which you are providing a status report]*

**No motion required**

**Prepared by:** *Identify the author – committee/task force’s staff advisor (and department) or chair.*

## 1. Status Update

## 2. Background

## Appendices – Appendix A

[meeting number, type and date]