

# MNICS WORKING TEAM ASSIGNMENT WORKSHEET

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TO: Operations

DATE: 10/19/2011

ASSIGNMENT: 4 regular assignments that ALL Working Teams

- A) MNICS Mobilization Guide: Review sections pertaining to your team and make any changes or additions by Jan. 30, 2012
- B) Write an article for the spring newsletter
- C) Review Working Team list to update; list new Chair + send in TEAM list to MNICS Coordinator
- D) Write an article for the Annual Report by Nov. 1 of each year.

BACKGROUND: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EXPECTED PRODUCT FROM THE TEAM:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REPLY DUE: \_\_\_\_\_

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TASK FORCE ACTION    APPROVED: \_\_\_\_\_    DISAPPROVED: \_\_\_\_\_

DATE IMPLEMENTED: \_\_\_\_\_    HOW: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

DATE WORKING TEAM NOTIFIED: \_\_\_\_\_

REMARKS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BY: \_\_\_\_\_