The following report pertains to the <focus area> Workshop. The meeting was held <date> from <time>.

**EXECUTIVE SUMMARY**

<add content here>

**AGENDA AND ATTENDEES**

The agenda was as follows.

<insert agenda>

Attendees for the CAES <focus area> Workshop were as follows:

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| Name | Entity |
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<Add rows as needed>

**LOCATION OF WORKSHOP MATERIALS**

<add hyperlink here>

**LESSONS LEARNED**

Planning and execution of the workshop provided a variety of lessons learned. These lessons learned were:

* <add here>
* <add here>

**SUMMARY NOTES**

***Notes on PI expertise, capabilities, access to facilities/equipment, interest areas of PIs.***

Areas of expertise, and interest, for the group members are as follows:

* <add here>
* <add here>

We are continuing to seek out expertise in the following areas to build on the aforementioned areas of expertise:

* <add here>
* <add here>

***Identification, with justification, of collaborative sub-areas of focus within <focus area> that are applicable to CAES for focus in the next year or beyond.***

Collaborative research areas for the <focus area> group to emphasize that were identified during the workshop were as follows:

* <add here>
* <add here>

***List of identified funding opportunities, including specifics (e.g. POC, timeline, plans) for those that the working group will be coordinating.***

During the workshop the group identified the following FOA(s) for consideration:

* FOA:
* FOA:

***Explanation of working group’s readiness level to tackle a major center FOA.***

<narrative of readiness – consider demonstrated record of working together>

***Roadmap of next steps for working group to advance CAES strategy in <focus area>.***

<narrative of next steps>

***Updated working group list, including institution, title, and contact information, based on recommendations from attendees.***

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| --- | --- | --- | --- |
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