Subcommittee Meeting Identification (Ex: JANNAF 8th Modeling and Simulation, 6th Liquid Propulsion, 5th Spacecraft Propulsion Joint Subcommittee Meeting)

Workshop Title

Date of Workshop (Day, Month, Year)

Author(s)of Report (John S. Doe, Jane Doe do not include Mr. Mrs. Dr. PhD etc.)

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**Abstract**

Insert abstract.

An abstract presents a concise (approximately 200 words), one-paragraph informative statement of the purpose, scope, methods, and major findings of the report, including results, conclusions, and recommendations. A minimum of three keywords (for indexing) should be provided with the abstract.

**Keywords:** Keyword  
 Keyword  
 Keyword

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**Figures (if Applicable)**

Insert list of figures.

**Tables (if Applicable)**

Insert list of tables.

# Introduction

Insert introduction.

The introduction defines the subject, purpose, and scope of the report; however, it does not include the results, conclusions, or recommendations

# Agenda

1. List numerically in chronological order.
2. For presentations, provide speaker, subject, and organization.

# Attendees

See Appendix A.

# Presentations

1. “Title of Presentation,” first name, middle initial (if any), last name, organization

Summarize presentation here (single paragraph, maximum 250 words).

1. Continue for each presentation.

# Workshop Results and Discussion

Insert workshop results and discussion.

The results present the findings; the discussion indicates the degree of accuracy and the significance of the results.

# Workshop Conclusions

Insert workshop conclusions.

The conclusions interpret the results that have been substantiated in the discussion and examine their implications.

The conclusions should not summarize the report.

# Workshop Recommendations

Insert workshop recommendations.

The recommendations present a course of action based on the results and conclusions.

Recommendations may be presented in a numeric (hierarchical or sequential) or bulleted (interchangeable) list introduced by an informative lead-in sentence.

# Appendix A – Attendees

|  |  |
| --- | --- |
| **Name** | **Organization** |
| Doe, John |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

# Appendix B (if Applicable)

Insert Appendix B.

# Appendix C (if Applicable)

Insert Appendix C.