The goal of the Quark Flavor Physics working group is to outline a strong program of quark flavor-physics experiments and related studies in both the near and long terms, and to explain the physics case for this research in a way that will build support within the HEP community and the funding agencies.

As part of our working group, we are establishing four Task Forces to address **Kaons**, **Charm**, **B-mesons**, and **Lattice QCD**. Each Task Force should address physics opportunities in their area (broadly defined, so for instance Kaons may include other strange particles) over two time periods: (1) between now and 2020 and (2) the decade beginning around 2020.

Each task force will have two or three co-leaders. The co-leaders of each Task Force should:

- Encourage and coordinate work in their area,
- Conduct meetings (presumably phone meetings) as necessary,
- Provide an oral report in person (probably about 30 minutes) during our parallel sessions at the April Intensity Frontier meeting at Argonne,
- Provide a written report (in the neighborhood of five or six pages) to the co-conveners by early-July. (These are needed, at least as mature drafts, a few weeks before the Minneapolis meeting.) The final versions of these reports will become part of the Snowmass proceedings.
- Provide an oral report in person (time to be determined) during the Snowmass meeting in Minneapolis.

The oral reports will provide input to discussions at the Argonne and Minneapolis meetings.

The written reports will provide input to the overall Quark Flavor Physics report that will be prepared by the co-conveners.