

# Initial Planning Meeting Agenda

Date: MM/DD/YYYY

## Welcome and Introductions

## Review Planning Updates (Outcomes from Concept & Objectives Meeting)

## Develop Exercise Objectives and Align with Capabilities

## Identify Evaluation Requirements (Functions and Tasks identified for Exercise Evaluation Guides)

## Identify Relevant Plans, Procedures, Policies to be Tested

## Scenario- Identify Threat or Hazards, Conditions (location, weather, time)

## Exercise Participants

## Determine Exercise Documentation to Develop

## Exercise Logistics (location, exercise duration, schedule)

## Exercise Staffing (SMEs, Controllers, Evaluators)

## Exercise Planning Team (assignments, meeting schedule)

## Exercise Planning Meeting Dates

## Action Items