Minnesota Department of Health

# Midterm Planning Meeting Agenda

Date: MM/DD/YYYY

## Welcome and Introductions

## Review Planning Updates (Outcomes from Initial Planning Meeting)

## Exercise Objectives and Aligned Capabilities

## Plans, Procedures, Policies to be Tested (Available to Planning Team Members)

## Exercise Design

### Review/ Finalize Scenario Timeline (Date/Time for unfolding events)

### Review Draft Exercise Documents (ExPlan, Controller/Evaluator Handbooks, Exercise Evaluations Guides)

## Exercise Venue and Schedule

### Exercise Logistics (location, assembly, badging, parking, etc.)

### Develop Exercise Schedule (C/E Briefing, Player Registration, Player Briefing, Start Ex, End Ex, Hot wash, C/E Debriefing)

## Exercise Staffing

### Confirm SMEs, Controllers, Evaluators

## Exercise Planning Meeting Dates

## Action Items