



[Enter agency name]

[Enter exercise name]

## After-Action Meeting (AAM) Agenda

[Select date and time]

### 1 Welcome and Introductions

2

#### After-Action Report/Improvement Plan (AAR/IP) Format

- Confirm structure of the AAR.
  - Title Page/Administrative Information
  - Executive Summary
  - Exercise Overview
  - Exercise Design Concept
  - Report Introduction
  - Exercise Structure
  - Design and Development
  - Exercise Conduct
  - Evaluation
  - Findings
  - Appendices
    - *Improvement Plan (IP)*
    - *Participant Lists*
    - *Participant Feedback Materials*
    - *Participant Feedback Summary*
    - *Analysis of Core Capabilities*
    - *Acronyms and Abbreviations*

3

#### Review Findings

- Confirm all findings.
- Identify priority corrective actions, assignments, and target completion dates.

4

#### Next Steps

- Finalize the AAR/IP.
- Distribute the AAR/IP to all relevant agencies.

