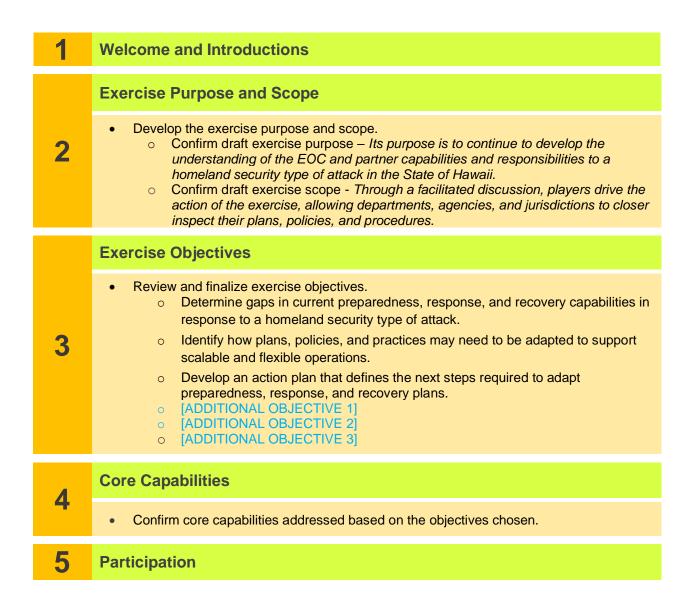
[Enter agency name]

[Enter exercise name]

Concept & Objectives/Initial Planning Meeting (C&O/IPM) Agenda

[Select date and time]





	 Identify specifics regarding participants of the exercise, including: Players Number Experience level Backgrounds Exercise Facilitator(s) Number Expertise Additional criteria Exercise Evaluators Number Expertise Additional criteria Exercise Evaluators Number Expertise Observers/VIPs (i.e., those who will benefit from watching without needing to participate, such as leadership wanting to see how staff handles situations, interns looking to develop skill sets and knowledge, and partners from outside programs) Others (e.g., guest speakers)
6	Exercise Structure
	 Confirm method of exercise structure/design, including breakout groups, activities, and presentations. Discuss potential exercise agenda, including timing of modules, presentations, and breaks.
7	Exercise Logistics
	 Discuss exercise location (including virtual platforms). Identify length of exercise. Identify date and time of exercise. Discuss how invitations will be distributed (e.g., Eventbrite, email).
8	Other
	 Identify time and days for Midterm Planning Meeting (MPM) and Final Planning Meeting (FPM). Discuss any changes or additions needed for the planning team. Any other topics to be discussed.
9	Next Steps
	 Any follow-up items discussed, including responsible person/agency and timeline. Additional actions needed before the next meeting: Develop draft Situation Manual (SitMan) Develop updates to the draft scenario Use objectives and tasks discussed to finalize Exercise Evaluation Guide (EEG) Book MPM and FPM.

