



[Enter agency name]

[Enter exercise name]

Final Planning Meeting (FPM) Notes

[Select date and time]

Planning Team Participants • •

- 1** Welcome and Introductions
- 2** Exercise Overview
 -
- 3** Facilitator/Evaluator Information
 -
- 4** Player-Facing Materials
 -
- 5** Exercise Logistics
 -
- 6** Feedback, Hotwash, and Evaluation
 -
- 7** Other
 -
- 8** Next Steps
 -

