1. Incident Name	2. Operational Period (Date/Time) From: To:	DAILY MEETING SCHEDULE D 230

3. Meeting Schedule (Commonly held meetings are included)

Date/ Time	Meeting Name	Purpose	Attendees	Location*
	Objectives Meeting	Review/identify objectives for the next operational period.	Emergency Manager, Department Representatives	Location
	Emergency Manager, Department Representatives, and Support Staff Meeting	Emergency Manager and Department Representatives present direction to Support Staff	Emergency Manager, Department Representatives, and Support Staff	Location
	Tactics Meeting	Develop primary and alternate strategies to meet Incident Objectives for the next Operational Period.	Emergency Manager, Department Representatives, and Technical Specialists (THSPs)	Location
	Planning Meeting	Review status and finalize strategies/tactics and assignments to meet Incident Objectives for the next Operational Period and get tacit approval of IAP/EAP.	Emergency Manager, Department Representatives, and THSPs	Location
	Operations Briefing	Present IAP/EAP and assignments to the EOC Staff for the next Operational Period.	Emergency Manager, Department Representatives, and Support Staff including THSPs	Location

4. Prepared by: (Emergency Manager) **Date/Time**

 *Location could be a meeting room, conference call, or video call.