



[Enter agency name]

[Enter exercise name]

## Midterm Planning Meeting (MPM) Agenda

[Select date and time]

### 1 Welcome and Introductions

### 2 Exercise Overview

2

- Review exercise purpose.
- Review exercise scope.
- Review draft objectives.

### 3 Exercise Scenario

3

- Discuss draft exercise scenario, including scenario timeline, integration of desired threats/hazards, operating environments.
- Discuss specific locations or impacts.

### 4 Situation Manual (SitMan)

4

- Review draft SitMan.

### 5 Exercise Evaluation Guide (EEG)

5

- Review and finalize draft tasks under each objective.
- Develop additional draft tasks.

### 6 Feedback, Hotwash, and After-Action Meeting (AAM)

6

- Review draft participant feedback form or survey.
- Review discussion questions that should be included during hotwash.
- Schedule an AAM.

### 7 Participation

7

- Review progress on identifying and outreach to participants:
  - Players
  - Exercise Facilitators
  - Exercise Evaluators
  - Observers/VIPs
  - Others (e.g., guest speakers)



## Exercise Logistics

8

- Confirm exercise venue (physical or virtual) and timing.
- Discuss food/refreshment needs, if necessary.
- Discuss any other open logistical items.
- Finalize the exercise schedule.

## Other

9

- Any other topics to be discussed.

## Next Steps

10

- Any follow-up items discussed including responsible person/agency and timeline.
- Additional actions needed before the next meeting:
  - Continue identifying participants
  - Finalize the SitMan
  - Finalize the EEG
  - Finalize Feedback forms
  - Finalize the F/E Handbook
- Conduct FPM.

