



[Enter agency name]

[Enter exercise name]

Midterm Planning Meeting (MPM) Notes

[Select date and time]

Planning Team Participants	•		•	
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- 1** Welcome and Introductions
- 2** Exercise Overview
 -
- 3** Exercise Scenario
 -
- 4** Situation Manual (SitMan)
 -
- 5** Exercise Evaluation Guide (EEG)
 -
- 6** Feedback, Hotwash, and After-Action Meeting (AAM)
 -
- 7** Participation
 -
- 8** Exercise Logistics
 -



9

Other

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10

Next Steps

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