FINAL PLANNING MEETING AGENDA

Insert name of Exercise

**AIM:** Review all Exercise planning and confirm that planning is complete

**INPUTS:** 1. Activity and / or Exercise instruction 2. Scenario documents

**OUTCOMES:** Identify and resolve and outstanding issues

**AGENDA:** 1. Confirm key Exercise management arrangements, including revised or additional matters

 2. Confirm timing of remaining key milestones and / or activates

 3. Validate the Exercise scenario and associated documentation

 4. Identify and resolve outstanding issues

*Agenda can be tailored to suit multiple activity and single exercise programs*