

<b>1. Incident Name</b>		<b>2. Operational Period (Date/Time)</b> From: _____ To: _____		<b>ICS-230 DAILY MEETING SCHEDULE</b>
<b>3. Meeting Schedule (Commonly-held meetings are included)</b>				
<b>Date/ Time</b>	<b>Meeting Name</b>	<b>Purpose</b>	<b>Attendees</b>	<b>Location</b>
	Unified Command Objectives Meeting	Review/ identify objectives for the next operational period.	Unified Command members	
	Command & General Staff Meeting	IC/UC gives direction to Command & General staff including incident objectives and priorities	IC/UC, Command & General Staff	
	Tactics Meeting	Develop/Review primary and alternate Strategies to meet Incident Objectives for the next Operational Period.	PSC, OSC, LSC, RESL & SITL	
	Planning Meeting	Review status and finalize strategies and assignments to meet Incident Objectives for the next Operational Period.	Determined by the IC/UC	
	Operations Briefing	Present IAP and assignments to the Supervisors / Leaders for the next Operational Period.	IC/UC, Command & General Staff, Branch Directors, Div/Gru Sups., Task Force/Strike Team Leaders and Unit Leaders	
<b>4. Prepared by: (Situation Unit Leader)</b>			<b>Date/Time</b>	