

1. Incident Name		2. Operational Period (Date/Time) From: _____ To: _____		DAILY MEETING SCHEDULE	
3. Meeting Schedule (Commonly-held meetings are included)					
Date/ Time	Meeting Name	Purpose	Attendees	Location	
	Tactics Meeting	Develop primary and alternate Strategies to meet Incident Objectives for the next Operational Period.	PSC, OPS, LSC, EUL, RUL & SUL		
	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 Staff, General Staff, Branch Directors, Div. Sups., Task Force/Strike Team Leaders and Unit Leaders		
	Unified Command Objectives Meeting	Review/ identify objectives for the next operational period.	Unified Command members		
4. Prepared by: (Situation Unit Leader)			Date/Time		