

1. Incident Name	2. Operational Period (Date/Time) From: _____ To: _____	DAILY MEETING SCHEDULE ICS/ICS-like 230
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3. Meeting Schedule (Commonly held meetings are included)

Date/ Time	Meeting Name	Purpose	Attendees	Location*
	EOC Director Objectives Meeting	Review/identify objectives for the next operational period.	EOC Director, Documentation Unit Leader (DOCL), Situation Unit Leader (SITL)	Location
	Command and General Staff Meeting	EOC Director presents direction to Command and General Staff.	EOC Director, Command Staff, General Staff, DOCL, SITL	Location
	Tactics Meeting	Develop primary and alternate strategies to meet Incident Objectives for the next Operational Period.	Planning Coordination Section Chief, Operations Coordination Section Chief, Logistics Coordination Section Chief, Branch Directors, Unit Leaders, and Technical Specialists (THSPs)	Location
	Planning Meeting	Review status and finalize strategies/tactics and assignments to meet Incident Objectives for the next Operational Period and get tacit approval of IAP/EAP.	EOC Director, Command Staff, General Staff, SITL, DOCL, THSPs	Location
	Operations Briefing	Present IAP/EAP and assignments to the Supervisors/Leaders for the next Operational Period.	EOC Director, Command Staff, General Staff, Branch Directors, Unit Leaders, and others as needed	Location

4. Prepared by: (Situation Unit Leader)	Date/Time
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ICS/ICS-like 230 DAILY MEETING SCHEDULE *Location could be a meeting room, conference call, or video call.