### FINAL PLANNING MEETING AGENDA

**AGENDA**

*<insert name of Exercise>*

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

**INPUTS:** Activity (and/or Exercise) Instructions

 Scenario documents

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

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

1. Confirm timing of remaining key milestones and/or activities
2. Validate the Exercise scenario and associated documentation
3. Identify and resolve outstanding issues

*(Agenda may need to be tailored to suit multiple activity and single Exercise programs)*