1. Incident Name	2. Operational Period (Date/Time) From: To:	DAILY MEETING SCHEDULE ICS 230-CG

3. Meeting Schedule (Commonly-held meetings are included)

Date/ Time	Meeting Name	Purpose	Attendees	Location
	Unified Command Objectives Meeting	Review/ identify objectives for the next operational period.	Unified Command members	UC Meeting Room
	Command and General Staff meeting	UC Presents direction to Command and General Staff	UC, Command Staff, General Staff, DOCL, SITL	ICP Meeting Room
	Tactics Meeting	Develop primary and alternate strategies/ to meet Incident Objectives for the next Operational Period.	PSC, OPS, LSC, RESL, SITL, SOFR, DOCL, COML, THSP	ICP Meeting Room
	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.	UC, Command Staff, General Staff, SITL, DOCL, THSP	ICP Meeting Room
	Operations Briefing	Present IAP and assignments to the Supervisors / Leaders for the next Operational Period.	IC/UC, Command Staff, General Staff, Branch Directors, Div./Grp Sups., Task Force/ Strike Team Leaders and Unit Leaders	ICP Meeting Room

4. Prepared by: (Situation Unit Leader) **Date/Time**