**Name of Organization**

**Disaster Recovery**

**Final Planning Meeting (FPM) Agenda**

December 2021

**Disaster Recovery**

**Final Planning Meeting (FPM) Agenda**

[Meeting Date]

1. **Welcome and Introductions – Lead Planner**
2. **Review of Initial Planning Meeting (IPM) Minutes**
3. **Final review of the Business Continuity: Disaster in the Workplace Table Top Exercise (TTX) presentation**
   * Discuss expectations with the lead facilitator
4. **Exercise Logistics**
   * Finalize logistical requirements for exercise (AV equipment, seating, signage, refreshments, etc.)
5. **Exercise Evaluation**
   * Finalize Exercise Evaluation Tool as necessary
   * Discuss the way forward as mentioned at the end of the exercise (i.e., future exercises, schedule for policy development or review, etc.)
6. **Exercise Participants**
   * Review the list of those planning to participate
   * Discuss seating of players to encourage group dynamics
7. **Review and Action Items –** *(Someone should be assigned to these, and a due date established)*
   * Finalize the Situation Manual (SitMan)
   * Complete the Fact Sheet
   * Make copies of participant situation manual, evaluation tool, table tents, sign in sheets, fact sheet and anything else such as maps, blueprints, plans and policies that may be needed for reference
   * Develop FPM minutes for Exercise Planning Team review
   * Set date for After Action Meeting (optional)
8. **Questions and Closing**