

<b>1. Incident Name</b>		<b>2. Operational Period (Date / Time)</b> From: _____ To: _____		<b>DAILY MEETING SCHEDULE ICS 230-OS</b>	
<b>3. Meeting Schedule (Commonly-held meetings are included)</b>					
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		
<b>4. Prepared by: (Situation Unit Leader)</b>			<b>Date / Time</b>		
<b>DAILY MEETING SCHEDULE</b>		June 2000		<b>ICS 230-OS</b>	

## DAILY MEETING SCHEDULE (ICS FORM 230-OS)

**Purpose.** The Daily Meeting Schedule records information about the daily scheduled meeting activities.

**Preparation.** This form is prepared by the Situation Unit Leader and coordinated through the Unified Command for each operational period or as needed. Commonly-held meetings are already included in the form. Additional meetings, as needed, can be entered onto the form in the spaces provided. Time and location for each meeting must be entered. If any of these standard meetings are not scheduled, they should be crossed out on the form.

**Distribution.** After coordination with the Unified Command, the Situation Unit Leader will duplicate the schedule and post a copy at the Situation Status Board and distribute to the Command Staff, Section Chiefs, and appropriate Unit Leaders. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Meeting Schedule	For each scheduled meeting, enter the date/time, meeting name, purpose, attendees, and location. Note: Commonly-held meetings are included in the form. Additional meetings, as needed, can be entered onto the form in the spaces provided. Time and location for each meeting must be entered. If any of the standard meetings are not scheduled, they should be deleted from the form (normally the Situation Unit Leader).
4.	Prepared By	Enter name and title of the person preparing the form, normally the Situation Unit Leader.
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).