### After-Action Meeting (AAM) Agenda

1. **Welcome and Introductions**

2. **After-Action Report/Improvement Plan (AAR/IP) Format**
   - Confirm structure of the AAR.
     - Title Page/Administrative Information
     - Executive Summary
     - Exercise Overview
     - Exercise Design Concept
     - Report Introduction
     - Exercise Structure
     - Design and Development
     - Exercise Conduct
     - Evaluation
     - Findings
     - Appendices
       - *Improvement Plan (IP)*
       - *Participant Lists*
       - *Participant Feedback Materials*
       - *Participant Feedback Summary*
       - *Analysis of Core Capabilities*
       - *Acronyms and Abbreviations*

3. **Review Findings**
   - Confirm all findings.
   - Identify priority corrective actions, assignments, and target completion dates.

4. **Next Steps**
   - Finalize the AAR/IP.
   - Distribute the AAR/IP to all relevant agencies.