

# SQUADRON WEEKLY MEETING PLANNER

Meeting Date

Draft Version

Uniform of the Day

Drafted by

## STAFF COORDINATION See page 2 for instructions on how to use this form

CD/CDC <input type="checkbox"/>	CPL <input type="checkbox"/>	AE <input type="checkbox"/>	CPF <input type="checkbox"/>	CPC <input type="checkbox"/>	CPT <input type="checkbox"/>
DA <input type="checkbox"/>	DO <input type="checkbox"/>	DP <input type="checkbox"/>	FM <input type="checkbox"/>	HC <input type="checkbox"/>	IT <input type="checkbox"/>
LG <input type="checkbox"/>	PA <input type="checkbox"/>	PD <input type="checkbox"/>	SE <input type="checkbox"/>	___ <input type="checkbox"/>	___ <input type="checkbox"/>
C/CC <input type="checkbox"/>	C/CD <input type="checkbox"/>	C/CE <input type="checkbox"/>	C/ACC <input type="checkbox"/>	C/BCC <input type="checkbox"/>	C/CCF <input type="checkbox"/>

APPROVED

## TRAINING PLAN

### I. Opening Formation

National Anthem  
Meeting Overview & First Announcements

Time

#### Special Guests in Attendance

(newcomers, guest speakers, visiting dignitaries)

Uniform Inspection

#### Concurrent Administrative Tasks

### II. Emphasis Item

Drill & Ceremonies     Safety Briefing

Topic	Instructor	Students	Time
Topic	Instructor	Students	
Topic	Instructor	Students	
Topic	Instructor	Students	

#### Task A

Topic  
Lead  
Location  
Participants

### III. Training Block #1

Topic	Instructor	Senior Mentor	Time
Location		Participants	
Resources Needed			

#### Task B

Topic  
Lead  
Location  
Participants

### IV. Training Block #2

Topic	Instructor	Senior Mentor	Time
Location		Participants	
Resources Needed			

#### Task C

Topic  
Lead  
Location  
Participants

### V. Closing Formation

Upcoming Activities	Sign-Ups to Manage	Promotions & Awards	Time
Other Announcements			

#### Task D

Topic  
Lead  
Location  
Participants

## INSTRUCTIONS

**Draft Version** Enter 1, 2, 3, etc., if it is necessary to track the document through multiple edits.

**Drafted by** Enter name and grade of individual who created the schedule.

### Office Symbols

Most common staff areas are represented on the form via their office symbol.

It is not necessary for every staff officer to coordinate on every weekly meeting plan. Local leaders should decide who needs to be included in the process.

CD Deputy Commander or	DA Administrative Officer	C/CC Cadet Commander
CDC Deputy Commander for Cadets	DO Operations / ES Officer	C/CD Cadet Deputy Commander
CPL Leadership Officer	DP Personnel Officer	C/CE Cadet Executive Officer
AE Aerospace Officer	FM Finance Officer	C/ACC Cadet Flight Cmdr, Alpha Flight
CPF Fitness Officer	HC Chaplain	C/BCC Cadet Flight Cmdr, Bravo Flight
CPC Character Development Officer	IT Information Technology Officer	C/CCF Cadet First Sergeant
CPT Testing Officer	LG Logistics Officer	
	PA Public Affairs Officer	
	PD Professional Development Officer	
	SE Safety Officer	

### How to Comment on the Draft

Use the software's comment feature to append suggestions, requests, notes, etc. to the document.

In [MS Word](#), place the cursor near the appropriate field, click INSERT > NEW COMMENT.

In [Google Docs](#), place the cursor near the appropriate field, click COMMENTS > COMMENT.

The schedule creator can hover over the comment icons, read the remarks, and if desired, edit the plan accordingly.

### How to Indicate That You've Coordinated

Click the check box adjacent to your office symbol to show that you've reviewed the document, whether you leave comments or not.

**Approved** This space is for the unit commander or designee to endorse the final plan.

***Use of this Weekly Squadron Meeting Planning Sheet is optional,  
and units are welcome to edit the form to meet their needs.***