## COURSE STEERING COMMITTEE MEETING AGENDA/NOTES TEMPLATE

Meeting Dates/Time: *(include time zone)*

Location:

Meeting Link/Call in Number:

ATTENDEES: *(list members present, members absent and other participants)*

NOTETAKER:

## MEETING OBJECTIVES/EXPECTATIONS:

* **POST COURSE AAR/WRAP-UP MEETINGS**:
* Consider and capture lessons available from the completed course
  + Including updates that will be needed for exercises or scenarios
* Review evaluations
* Discuss steering committee & faculty succession planning needs
* Establish critical dates for next course and planning needs
* Communicate course outcomes and potential changes to parent group
* **PLANNING MEETINGS FOR NEXT COURSE:**
* Review NWCG Course Steering Committee Standard Operating Guidelines (link to SOGs when posted)
  + Review course specific guidelines
* Review steering committee and faculty membership. Submit any roster updates to NWCG Webmaster (<https://www.nwcg.gov/nwcg-roster-update>)
  + Composition/representation
  + Qualifications or necessary expertise
  + Solicitation/selection of new members:
* Nominations/recommendations from members
* Letters of Invitation
* Support for recommended member from home unit
  + Succession plan for both steering committee members and faculty (faculty availability for future sessions)
  + Review Chair rotation schedule
* Establish meeting schedule(s) - In-person and virtual
* Discuss course needs including but not limited to objectives evaluation, lesson revision, and scenario updates
  + Task teams and assignments
* Discuss any funding issues, such as technical/media needs or field trips
* Establish standard communications
* Update faculty contact and bio sketch information
* Review and adjust as needed critical dates
* Round robin
* **MEETING FOLLOW-UP (either Post Course or Planning of Next Course):**
* Meeting notes (provide notes to NWCG Webmaster for posting on steering committee webpage)
* Tasks and assignments saved and shared
* Calendar invitations with notes and tasks/assignments attached immediately following meeting