

1. Incident Name	2. Meeting Date / Time	<b>MEETING SUMMARY</b> <b>ICS 231-OS</b>
3. Meeting Name		
4. Meeting Location		
5. Facilitator		
6. Attendees		
7. Notes (with summary of decisions and action items)		
8. Prepared by:		Date / Time
<b>MEETING SUMMARY</b>	June 2000	<b>ICS 231-OS</b>

## MEETING SUMMARY (ICS FORM 231-OS)

**Purpose.** The Meeting Summary provides more detailed information concerning the attendees and notes from a particular meeting.

**Preparation.** This form is prepared under the direction of the facilitator of the meeting and coordinated through the Unified Command.

The following lists the usual facilitator for each meeting:

Unified Command Meeting - Facilitated by a member of the Unified Command.

Initial Incident ICS 201 Briefing - Facilitated by the initial Incident Commander.

Tactics Meeting - Facilitated by the Planning Section Chief.

Planning Meeting - Facilitated by the Planning Section Chief.

Operations Briefing - Facilitated by the Planning Section Chief.

Command Staff Meeting - Facilitated by a member of the Unified Command.

Business Management Meeting - Facilitated by a member of the Unified Command.

Agency Representative Meeting - Facilitated by the Liaison Officer.

Press Briefing - Facilitated by the Information Officer.

**Distribution.** After completion and approval by Unified Command, the Situation Unit Leader will distribute a copy of the Meeting Summary to the attendees and post it at the Situation Display. 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.	Meeting Date/Time	Enter date and time of meeting.
3.	Meeting Name	Enter name of meeting.
4.	Meeting Location	Enter location of meeting.
5.	Facilitator	Enter the name and position of the meeting facilitator.
6.	Attendees	List the personnel who need to attend the meeting.
7.	Notes	List a summary of decisions and action items addressed in the meeting.
8.	Prepared By Date/Time	Enter name and title of the person preparing the form. Enter date (month, day, year) and time prepared (24-hour clock).