**Exercise Name**
Homeland Security Exercise and Evaluation Program (HSEEP)

**EXERCISE PLANNING MEETING TYPE MINUTES**

Date

Location

**MINUTES**

**Please reference the powerpoint slides for further information that is not provided in the meeting minutes. New Action Items**

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**POINTS OF CONTACT FOR EXERCISE**

**Name** – **Assignment/Role** **Name** – **Assignment/Role**
Title Title
Phone Number Phone Number
Email Email