**Agenda Exercise Vector**

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| Title of meeting: | Exercise Vector Planning Teleconference 1 |
| Date / time: |  **xxx CET**  |
| Attendees: |  |  |
| Apologies:  |  |  |
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1. Introductions

2. Terms of reference for planning team

3. Scoping document, including purpose, aim, objectives

4. Lead evaluator and evaluation strategy

5. TTX participants to invite

6. TTX day format

7. Scenario and Inject development

8. Project Risk Register

9. Any other business

10. Next steps / Next meetings

*Attached:*

1. Minutes from Kick off meeting

2. Hold the date notification

3. Draft invitation with brief details of the day

4. Draft joining instructions