SocialSimulator
CONFIDENCE + RESILIENCE

Crisis meeting 1

In attendance
1. Present (in person):
2. Present (online):
3. Absent:

Agenda

1. **Issue/incident brief**
   a. Summarize key facts
   b. Identify information gaps
   c. Assess impact and severity
   d. Consider potential for escalation

2. **Team membership, roles and responsibilities**
   a. Confirm team role/remit
   b. Run through team member roles and responsibilities
   c. Identify additional resource needs

3. **Response objectives and strategy**
   a. Set clear response objectives
   b. Discuss high level strategy/approach
   c. Consider stakeholder expectations

4. **Initial actions and deliverables**
   a. Identify workstreams, actions and deliverables
   b. Assess priorities, clarify action owners and timelines
   c. Seek input from each function

5. **Crisis footing**
   a. Confirm meeting schedule
   b. Set expectations for information capture and management
   c. Clarify reporting lines

Date and time of next meeting:

Subsequent crisis meetings

In attendance
1. Present (in person):
2. Present (online):
3. Absent:

Agenda

1. **Situation review**
   a. Provide situation update
   b. Review/assess key developments
   c. Consider need for objectives/strategy review

2. **Functional updates**
   a. Seek functional updates on workstreams, actions and deliverables
   b. Discuss any outstanding actions and/or issues

3. **Actions and deliverables**
   a. Agree next set of actions and deliverables
   b. Assess priorities
   c. Clarify action owners and timelines

4. **Crisis footing**
   a. Review resourcing needs
   b. Review meeting schedule/response structure
   c. Review/set ongoing response protocols

Date and time of next meeting: