

Date	24 May 2023	Draft Version:	4
Uniform	ABU	Drafted By:	C/CC
Emphasis	Aerospace	Final	
Testing	P: SM1 A: SM2	Approved by:	

Mustang Cadet Squadron Meeting Agenda

Time	Activity	Leader	Loc	Notes	2nd Activity	Leader	Loc	Notes
1820	Cadet Staff Meeting	C/CC	Hall				Hall	
1825	Opening Formation	C/CC	Out	All Flights	Uniform Inspection	C/CCF	Out	
1835	Announcements	CC	Aud	All Flights				
1845	Change of Command							
1855	Aerospace Lesson	AE	Aud	CF AF	PF Week: 4	C/CCF	Arm	
1945	Break		Hall					
1950	Introduction of new flights and ice breakers	C/ACC C/BCC C/CCC	Arm	AF BF CF				
2020	Flight Plans: Achievement 3 Drill		Arm					
2050	Closing Formation	C/CC	Arm	All Flights				
2100	Depart							

Abbreviations and Acronyms:

Aud = auditorium Hall = Hallway Cls = Classroom CF= Charlie Flight
 Arm = armory Out = Parking Lot Ofc = Room 241 AF= Alpha Flight

Announcements: Memorial Day Tribute – 27MAY, sign up via mail with Lt Col Jacobs. Squadron Picnic 31MAY @ Silo Park. USAFA Graduation 01JUN. ESERVICES Contacts, ensure your emails and parents contacts are correct !!

STAFF COORDINATION

CD/CDC <input type="checkbox"/>	CPL <input type="checkbox"/>	AE <input type="checkbox"/>	CPF <input type="checkbox"/>	CPC <input type="checkbox"/>	CPT <input type="checkbox"/>
DA <input type="checkbox"/>	DO <input type="checkbox"/>	DP <input type="checkbox"/>	FM <input type="checkbox"/>	HC <input type="checkbox"/>	IT <input type="checkbox"/>
LG <input type="checkbox"/>	PA <input type="checkbox"/>	PD <input type="checkbox"/>	SE <input type="checkbox"/>	----- <input type="checkbox"/>	----- <input type="checkbox"/>
C/CC <input checked="" type="checkbox"/>	C/CD <input checked="" type="checkbox"/>	C/CCF <input type="checkbox"/>	C/CCC <input type="checkbox"/>	C/ACC <input type="checkbox"/>	C/PCC <input type="checkbox"/>

INSTRUCTIONS

Draft Version Enter 1, 2, 3, etc., if it is necessary to track the document through multiple edits.

Drafted by Enter name and grade of individual who created the schedule.

Office Symbols

Most common staff areas are represented on the form via their office symbol.

It is not necessary for every staff officer to coordinate on every weekly meeting plan. Local leaders should decide who needs to be included in the process. Once you have reviewed, commented, and/or edited the plan place an "x" in the block next to your symbol above.

CD Deputy Commander	DA Administrative Officer	C/CC Cadet Commander
CPL Leadership Officer	DO Operations / ES Officer	C/CD Cadet Deputy Commander
AE Aerospace Officer	DP Personnel Officer	C/CE Cadet Executive Officer
CPF Fitness Officer	FM Finance Officer	C/CCC Charlie Flight Commander
CPC Character Development	HC Chaplain	C/ACC Alpha Flight Commander
CPT Testing Officer	IT Information Technology	C/PCC Papa Flight Commander
LG Logistics Officer	PA Public Affairs Officer	C/CCF Cadet First Sergeant
PD Professional Development	SE Safety Officer	