

## Mustang Cadet Squadron Meeting Agenda

<b>Date</b>	15 March 2023	<b>Draft Version:</b>	4
<b>Uniform</b>	Blues, No Tie	<b>Drafted By:</b>	C/CC
<b>Emphasis</b>	Character Development	<b>Final</b>	Yes
<b>Testing</b>	P: 2d Lt Perianan, A: SM Forbes	<b>Approved by:</b>	Lt Col Pratt

Time	Activity	Leader	Loc	Notes	2nd Activity	Leader	Notes
1820	Cadet Staff Meeting	C/CC	Hall				
1825	Opening Formation	C/CC	Arm	All Flights	Uniform Inspection	C/CCF	
1835	Announcements	C/CC	Aud	All Flights	Award Presentation	CC	1 <sup>st</sup> Lt Chen
1845	Character Development: Vision and Goals	CPC	Aud	C & A Flights	Papa Flight Week 3	C/PCC P-TAC	Cls
1945	Armstrong Speech	C/CCF	Aud				
1955	5 Min Break						
2000	Ach 2 Drill Ach 3 Drill Drill Work	C/CCC C/ACC C/PCC	Arm	All Flights			
2035	Promotion Work	C/CC	Arm/ Aud	All Flights			
2050	Closing Formation	C/CC	Arm	All Flights			
2100	Meeting Depart	C/CCF	Hall	All Flights			

### Abbreviations and Acronyms:

Aud = auditorium      Hall = Hallway      Cls = Classroom  
 Arm = armory      Out = Parking Lot      Ofc = Room 241

**Announcements:** O-Flights funding update. Glider O-Flights? Aerospace Night plan. 5th Wednesday visit from Embry-Riddle. DCS competition 08APR, location TBD. Racing Underground support and fund raising 22APR. Other requests in call-downs such as for flight time activities. TLC and Testing Saturday, 18MAR! Staff Meetings rescheduled. Airsoft...

## STAFF COORDINATION

CD/CDC <input checked="" type="checkbox"/>	CPL <input type="checkbox"/>	AE <input type="checkbox"/>	CPF <input type="checkbox"/>	CPC <input checked="" 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 checked="" type="checkbox"/>	C/CCC <input checked="" type="checkbox"/>	C/ACC <input checked="" type="checkbox"/>	C/PCC <input checked="" 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	