

## Mustang Cadet Squadron Meeting Agenda

<b>Date</b>	18 January 2023	<b>Draft Version:</b>	2
<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: SM Sacks , A: SM Perianan	<b>Approved by:</b>	Lt Col Pratt

Time	Activity	Leader	Loc	Notes	2nd Activity	Loc	Leader	Notes
1820	Cadet Staff Meeting	C/CC	Hall		Cadet Arrival		C/CCF	
1830	Opening Formation	C/CC	Arm	<b>All Flights</b>	Uniform Inspection	Arm	C/CCF	
1845	Announcements	CC	Aud	<b>All Flights</b>				
1855	Char Dev: Integrity	CPC	Aud	C & A Flights Lt Col Bolles	Papa Flight Curric	Cls	C/PCC	
1900								
1930								
1945	Break							
2000	Land Nav Drill prep	C/CC	Aud	Shelters, Radios, & Compasses	Mitchell Test	Ofc	CPT	Forbes Lyle
2030								
2045	Closing Formation	C/CC	Arm	All Flights				
2100								

### Abbreviations and Acronyms:

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

**Announcements:** Land Nav Drill to take place next meeting WX permitting, bring cold weather gear! Testing Sat and staff meeting on Sat 21JAN; Agenda: 0730-0900 SM Staff Mtg, 0900-1100 Testing, 1100-1200 Cadet Staff Mtg, 1300-1700 Sergeant Saturday. We might have a wash party for the new van on the 21<sup>st</sup>. TLC class for SMs coming Sat, 18 MAR. Pics of O-Flights! Flight scholarships available, reference emails! CAC notes...

## STAFF COORDINATION

CD/CDC <input 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 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	