

Mustang Cadet Squadron Meeting Agenda

Date	03AUG22	Draft Version:	4
Uniform	PT / Alphas for promotion board	Drafted By:	C/MSgt Chen
Emphasis	Safety & PT	Final	Yes
Testing	P: 2 nd Lt Holland , A: 2 nd Lt Stielow	Approved by:	Lt Col Pratt

Time	Activity	Leader	Loc	Notes	2nd Activity	Leader	Notes
1800							
1815	Cadet Staff Meeting	C/CC	Hall				
1830	Opening Formation	C/CC	Out	All Flights	Uniform Inspection		
1845	Safety	SE	Aud	All Flights			
1915	Break				Promotion Board	Jacobs	Chen, Loos, Pratt
1910	Warm up	C/CCF	Arm	All Flights			
1920	PT	C/CCF	Arm				
1950					Promotion Board	Jacobs	Pratt, Hoelting, Chen
2020	Cool Down						
2025	Break						
2030	Paperwork						
2045	Closing Formation	C/CC	Arm	All Flights			
2100	Depart						

Abbreviations and Acronyms:

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

Closing Topics and Announcements: Next Week – Leadership and Promotions, O-Flights, ES???, Rockies Game 12AUG! Need permission slip and pay \$10, Call downs – please get them to me!, Sgt Saturday 20th, ACM Special event 27AUG

STAFF COORDINATION					
CD/CDC <input checked="" type="checkbox"/>	CPL <input type="checkbox"/>	AE <input type="checkbox"/>	CPF <input type="checkbox"/>	CPC <input type="checkbox"/>	CPT <input checked="" type="checkbox"/>
DA <input checked="" 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 checked="" type="checkbox"/>	_____ <input type="checkbox"/>	_____ <input type="checkbox"/>
C/CC <input 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

CPL Leadership Officer

AE Aerospace Officer

CPF Fitness Officer

CPC Character Development Officer

CPT Testing Officer

LG Logistics Officer

PD Professional Development Officer

DA Administrative Officer

DO Operations / ES Officer

DP Personnel Officer

FM Finance Officer

HC Chaplain

IT Information Technology Officer

PA Public Affairs Officer

SE Safety Officer

C/CC Cadet Commander

C/CD Cadet Deputy Commander

C/CE Cadet Executive Officer

C/CCC Cadet Flight Cmdr, Charlie Flight

C/ACC Cadet Flight Cmdr, Alpha Flight

C/PCC Cadet Flight Cmdr, Papa Flight

C/CCF Cadet First Sergeant