Incident response / emergency coordination

Organization: _____

Meeting title

_____

Date

_____

Opening time

_____

Venue / platform

_____

Chairperson

_____

Attendance

Name	Role	Status

Reports and presentations

_____

_____

Risks and escalations

Risk	Mitigation	Responsible person

Proceedings by agenda item

_____

_____

Communications

_____

_____

Resolutions and decisions

_____

_____

Action points

Action	Responsible person	Due date	Status

Way forward

_____

_____

Closing time

_____