

Version <X.Y>

<Date>

Prepared for:

<Organization>

Prepared by:

<Author(s)>

Contract: <Contract ID>

<Other Front Matter>

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<Organization>

MITRE Adaptive Capabilities Testing (ACT)™

<System Name> (<System Acronym>)

Daily Briefing Agenda

**Note to the Author Using this Template:**

This is a *template* for producing a MITRE ACT template tailored to your specific organization. Everything in this template can and should be customized by you to meet your organization’s specific needs and objectives.

Various objects and sections of text throughout the template are highlighted – these are **items that are very likely to require customization**, but you are free and encouraged to **edit the entire document and process** to suit your organization’s needs. By documenting your actual ACT process (including how it deviates from the baseline herein) in this template you are ensuring that your ACT assessments are consistent, repeatable, and can be accurately compared to assessments from other organizations’ implementations of ACT.

# Daily Briefing Agenda

* Review of Findings
* Review open Action Items
* Discussion

# Action Items

Table . Existing Action Items

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | Responsible Person | Due Date | Completed By | Completed Date | Status |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |