

# LESSONS LEARNED MEETING AGENDA TEMPLATE SAMPLE

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PROJECT NAME

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MEETING FACILITATOR

MEETING DATE AND TIME

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ATTENDEES

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MEETING OBJECTIVES

## ORIGINAL PROJECT GOAL

State the project's scope of work and deliverables.  
Was the product delivered on time and to client satisfaction?

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## TIMELINE

Compare the initial schedule to the actual timeline.  
Were there events that impacted the schedule or client relationship?

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## BUDGET

Did the outcome match the original cost goals?

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## TEAM DISCUSSION

Did we get our desired results?

What went well?

What could've gone better?

What could we do differently next time?

## ACTION ITEMS FOR FUTURE PROJECTS

What are the actions that we can implement now?

## WRAP-UP

Thank the team and, when ready, send out a meeting recap.

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