**PROJECT DEBRIEF**

**MEETING CHECKLIST**

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| --- | --- | --- |
| NAME |  |  |
|   |
| TITLE |  |  |
|   |
| PROJECT NAME |  |  |
|   |
| DATE |  |  |
|   |

|  |  |  |
| --- | --- | --- |
| **TASK** | **COMPLETED?** | **COMMENTS** |
| Schedule a debrief meeting within one week of the project's conclusion. |  |  |
| Assign a meeting moderator and separate note taker. |  |  |
| Send out a survey to collect feedback from the project team members. |  |  |
| Create a meeting agenda and share it with the attendees. |  |  |

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| **DURING THE MEETING** |
| Recap the initial project objectives. |  |  |
| Compare the expected results with the actual outcomes. |  |  |
| Recap the project timeline, comparing the original plan with the actual experience. |  |  |
| Use team feedback to lead a discussion on what worked well and what could have gone better. |  |  |
| Identify and assign actionable items to improve future projects. |  |  |
| **AFTER THE MEETING** |
| Write a debrief report based on meeting notes and key takeaways. |  |  |
| Share the debrief report with the company. |  |  |

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