[A picture containing drawing

Description automatically generated](https://www.smartsheet.com/try-it?trp=11860&utm_source=template-word&utm_medium=content&utm_campaign=Project+Debrief+Meeting+Agenda-word-11860&lpa=Project+Debrief+Meeting+Agenda+word+11860)**PROJECT DEBRIEF MEETING   
AGENDA TEMPLATE**

*Remove or replace informational text before sending your agenda to meeting attendees.*

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| --- | --- | --- |
| **MEETING INTRODUCTION AND OVERVIEW** | TIME: | 3 min |
| Cover the ground rules, and remind the group that the meeting is meant to be a constructive discussion. You will help set the outlook of the group and get people feeling comfortable and safe. Open on a positive note, with a joke or a great success from the project.   This should last a few minutes. | | |
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| **PROJECT OUTCOME AND RECAP** | TIME: | 5 min |
| Share a synopsis of the project and the initial expectations. Then, compare the outcome of the project with the expectations.   This should last a few minutes. | | |
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| **DISCUSSION OF SUCCESSES AND ISSUES** | TIME: | 20 min |
| Create a timeline of the project, including the major milestones. Go around the room and ask everyone for their most important success. Add each instance of success above the timeline. If there’s enough time, allow everyone to offer their next most important success.  Repeat the process above, this time discussing issues instead of successes. Add each instance of an issue below the timeline.   Discuss the successes and issues, and create action items based on them. Assign owners to each action item.  This should take up most of the scheduled time. | | |
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| **WRAP UP** | TIME: | 2 min |
| Thank everyone for their participation and input. Recap what you’ve leaned, and give a time frame for when you’ll follow up with your action plan. Close on a positive note.  This should last a few minutes. | | |

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