**[](https://www.smartsheet.com/try-it?trp=11408&utm_source=integrated+content&utm_campaign=/content/project-debrief-templates&utm_medium=Project+Debrief+Meeting+doc+11408&lpa=Project+Debrief+Meeting+doc+11408&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)PROJECT DEBRIEF MEETING TEMPLATE**

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| --- |
| **PROJECT NAME** |
|  |
| **MEETING DATE** |
|  |
| **MEETING TIME** |
|  |
| **FACILITATOR** |
|  |
| **ATTENDEES** |
|  |
|  |
| MEETING OBJECTIVES |
| **Original Project Goal**: State the project’s scope of work and deliverables. Was the product delivered on time and to client satisfaction? |
|  |
| **Timeline**: Compare the Initial schedule to the actual timeline. Were there events that impacted the schedule or client relationship? |
|  |
| **Budget**: Did the outcome match the original cost goals? |
|  |
|  |
| 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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