**PROJECT DEBRIEF MEETING TEMPLATE**

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| **PROJECT NAME** |
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| **MEETING DATE** |
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| **MEETING TIME** |
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| **FACILITATOR** |
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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? |
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| What went well? |
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| What could've gone better? |
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| What could we do differently next time? |
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| ACTION ITEMS FOR FUTURE PROJECTS |
| What are the actions that we can implement now? |
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| WRAP-UP |
| Thank the team and, when ready, send out a meeting recap. |
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