

PROJECT POSTMORTEM MEETING AGENDA TEMPLATE

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PROJECT NAME

MEETING DATE

MEETING TIME

FACILITATOR

ATTENDEES

MEETING OBJECTIVES

Original Project Goal: Project scope of work and deliverables. Was the product delivered on time and to client satisfaction?

Timeline: Initial schedule versus actual timeline. Were there events that impacted the schedule or client relationship?

Budget: Did the outcome match original cost goals?

TEAM DISCUSSION

Did we get our desired results?

What went well?

What could've been better?

What could we do differently next time?

ACTION ITEMS FOR FUTURE PROJECTS

Actions that can be implemented now:

WRAP UP

Thanking the team and plans for sending out a meeting recap.

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