

# PROJECT DEBRIEF MEETING 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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