

CONSULTING PROJECT DEBRIEF MEETING AGENDA TEMPLATE

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PROJECT OR SERVICE NAME

CLIENT

MEETING TIME

FACILITATOR

ATTENDEES

MEETING OBJECTIVES

Original Project or Service Goal: State the project or service's scope of work and deliverables. Was the product or service 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?

CLIENT FEEDBACK

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 OR SERVICES

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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