

PROJECT LESSONS LEARNED MEETING AGENDA

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PROJECT NAME

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MEETING FACILITATOR

MEETING DATE AND TIME

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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?

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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