**[A picture containing text

Description automatically generated](https://www.smartsheet.com/try-it?trp=11486&utm_source=integrated+content&utm_campaign=/content/project-debrief&utm_medium=Project+Debrief+Meeting+Checklist+doc+11486&lpa=Project+Debrief+Meeting+Checklist+doc+11486&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)PROJECT DEBRIEF**

**MEETING CHECKLIST**

|  |  |  |
| --- | --- | --- |
| NAME |  |  |
|  | | |
| TITLE |  |  |
|  | | |
| PROJECT NAME |  |  |
|  | | |
| DATE |  |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **TASK** | **COMPLETED?** | **COMMENTS** |
| Schedule a debrief meeting within one week of the project's conclusion. |  |  |
| Assign a meeting moderator and separate note taker. |  |  |
| Send out a survey to collect feedback from the project team members. |  |  |
| Create a meeting agenda and share it with the attendees. |  |  |

|  |  |  |
| --- | --- | --- |
| **DURING THE MEETING** | | |
| Recap the initial project objectives. |  |  |
| Compare the expected results with the actual outcomes. |  |  |
| Recap the project timeline, comparing the original plan with the actual experience. |  |  |
| Use team feedback to lead a discussion on what worked well and what could have gone better. |  |  |
| Identify and assign actionable items to improve future projects. |  |  |
| **AFTER THE MEETING** | | |
| Write a debrief report based on meeting notes and key takeaways. |  |  |
| Share the debrief report with the company. |  |  |

|  |
| --- |
| **DISCLAIMER**  Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |