

AFTER ACTION REPORT

TECH MEETING / REFLECT · LEARN · IMPROVE

CHECKLIST

01

OBJECTIVES & PURPOSE

Did we meet the goals for this meeting?

MEETING NAME

DATE / TIME

ATTENDEES

- ☐ Meeting purpose was clear and communicated.
- ☐ Key objectives were defined: decision, alignment, planning or problem-solving.
- ☐ The right people were in the room or on the call.
- ☐ Agenda was followed or adjusted with agreement.

NOTES / NEXT STEPS