

AFTER ACTION REPORT

TECH MEETING / REFLECT · LEARN · IMPROVE

CHECKLIST

05

ISSUES & CHALLENGES

What got in the way?

MEETING NAME

DATE / TIME

ATTENDEES

- ☐ Technical, resource or process challenges were identified.
- ☐ Risks or blockers were discussed.
- ☐ Mitigation plans were created, if needed.
- ☐ Required escalations were identified.

NOTES / NEXT STEPS