

AFTER ACTION REPORT

TECH MEETING / REFLECT · LEARN · IMPROVE

CHECKLIST

07

FOLLOW-UP

What happens now?

MEETING NAME

DATE / TIME

ATTENDEES

- ☐ Review and share the meeting summary with the team.
- ☐ Confirm action-item owners and due dates.
- ☐ Schedule a follow-up meeting, if needed.
- ☐ Track progress on action items.
- ☐ Close the loop on open issues.

NOTES / NEXT STEPS