

AFTER ACTION REPORT

TECH MEETING / REFLECT · LEARN · IMPROVE

CHECKLIST

02

DISCUSSION & PARTICIPATION

Did we have the right conversations?

MEETING NAME

DATE / TIME

ATTENDEES

- ☐ All key topics were covered.
- ☐ Team members actively participated.
- ☐ Different perspectives were heard and considered.
- ☐ Discussions stayed focused and on track.
- ☐ Any blockers or risks were identified.

NOTES / NEXT STEPS
