

# AFTER ACTION REPORT

TECH MEETING / REFLECT · LEARN · IMPROVE

CHECKLIST

06

## IMPROVEMENTS

What can we do better next time?

MEETING NAME

DATE / TIME

ATTENDEES

- ☐ Identify what went well.
- ☐ Identify what did not go well.
- ☐ Suggest improvements to meeting effectiveness.
- ☐ Identify ways to improve collaboration or communication.
- ☐ Identify any tools or resources needed.

NOTES / NEXT STEPS

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