

AFTER ACTION REPORT

TECH MEETING / REFLECT · LEARN · IMPROVE

CHECKLIST

03

DECISIONS & ACTIONS

What was decided, and what needs to happen next?

MEETING NAME

DATE / TIME

ATTENDEES

- ☐ Key decisions were made or next steps agreed upon.
- ☐ Action items were clearly defined.
- ☐ Owners were assigned to each action item.
- ☐ Due dates were set.
- ☐ Dependencies or follow-ups were identified.

NOTES / NEXT STEPS