

AFTER ACTION REPORT

TECH MEETING / REFLECT · LEARN · IMPROVE

CHECKLIST

04

TECHNICAL OUTCOMES

What did we accomplish from a technology perspective?

MEETING NAME

DATE / TIME

ATTENDEES

- ☐ Technical solutions or approaches were discussed or reviewed.
- ☐ System, tool or infrastructure updates were addressed.
- ☐ No critical issues were left unresolved.
- ☐ New requirements or features were captured.
- ☐ Security, performance or scalability considerations were covered.

NOTES / NEXT STEPS