

Post-meeting reflection

A free guide

1. Results

- Which goals were set beforehand?
- What were the achieved outcomes?
- Which goals were exceeded?
- Which goals were gapped?



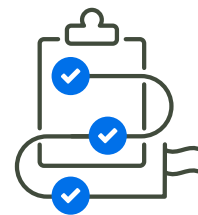
2. Stand outs

- What were the successes?
- What were you surprised by?
- What is worth repeating next event?
- What most contributed to the results?



3. Stand downs

- What were the mistakes made?
- What were bottlenecks in the process?
- What band aides were put in place?
- What replacements are needed to improve in the future?



4. Conclusion

- What will we repeat in next meeting?
- What will we avoid in next meeting?
- What will we further investigate?
- Who will take ownership of each stage or angle for next meeting?

