

# BLAMELESS PROJECT POSTMORTEM MEETING AGENDA TEMPLATE

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PROJECT NAME

MEETING DATE AND TIME

FACILITATOR

ATTENDEES

MEETING OBJECTIVES

Recap the project's scope of work and deliverables. Was the project completed on time, on budget, and meet the client's needs?

## TEAM DISCUSSION

Meeting leader notes

Post a timeline of the project that everyone can see.

What went right? What can be replicated for future projects?

What could've gone better? What do we need to change?

## ACTION ITEMS

What are the actions that we can implement now?

What are the actions that will take some time to implement?

## WRAP-UP

Review the meeting outcome and thank the team.

## FOLLOW-UP

Record when follow up communications are needed.



## **DISCLAIMER**

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