

**Engagement Closing Stage: After Action Review Meeting Agenda**

<b>Company Name:</b>
<b>Engagement Sponsor:</b>
<b>Engagement Name:</b>
<b>Objective of Document:</b>
<b>Last updated:</b>
<b>Special request:</b>

<b>Date and Time of Meeting:</b>	
<b>Location of Meeting:</b>	
<b>Leader of Meeting:</b>	
<b>Scribe of Meeting:</b>	
<b>Recorder of Meeting:</b>	
<b>Resources:</b>	Flip chart(s), recording device,

***Requested Attendees***

- |         |         |
|---------|---------|
| 1. ____ | 4. ____ |
| 2. ____ | 5. ____ |
| 3. ____ | 6. ____ |

***Please Bring***

- |        |        |
|--------|--------|
| • ____ | • ____ |
| • ____ | • ____ |
| • ____ | • ____ |

<b>Topics</b>	<b>Discussion leader</b>	<b>Estimated time [minutes]</b>
Introductions		3
Review after action review ground rules <ul style="list-style-type: none"> <li>• For learning, not criticism – absolutely no personal attacks</li> <li>• No hierarchy exists</li> <li>• Facilitator and scribe must be different people</li> <li>• Do not over analyse, stay at a high level</li> </ul>		5
What were the objectives?		5
What went well?		10
Why did these things go well?		10
What could have gone better?		10
Why did these things go wrong?		10
Each person should rate the success of the project		2

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What are the specific follow up items to be accomplished?		5
Other Information:		

Please be prompt. Thank you for your attendance.

### *Individual Section*

This section is to be filled in by each team member, reflecting individual observations.

#### *Engagement*

Describe what the engagement was all about?

#### *Your Role*

What was your role in the engagement?

#### *Observations*

How did the team live the three main components throughout the engagement: Leadership, teamwork and communication?

How did you personally live the three main components throughout the engagement: Leadership, teamwork and communication?

#### *Feelings*

**Before the engagement:** How did you feel before the engagement and during the initiation and planning stages?

**During the engagement:** How did you feel during the engagement?

**After the engagement:** How did you feel after the engagement?

#### *Reflections*

How can you apply the newly learnt knowledge in your career and/or personal life?