

Post-Mortem Meeting Agenda Template

💡 Reminder

Please come to the meeting with your filled out post-mortem questionnaire.

- Were the goals of the project clear?
- Were communications handled in an efficient and effective manner?
- Were updates/changes transparent to all stakeholders?
- What unexpected obstacles arose that affected the ability to meet milestones?
- What additional information would have facilitated the project workflow?

📝 Recap of the project [15 min]