Project Post-Mortem Meeting

# [Team Name] – Project Name

## January 1, 2025

## 10:00am – 11:00am

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| Meeting Purpose:Get to the bottom of what chain of events and decisions led to a certain outcome and improve the underlying procedures to avoid similar situations in the future. |  |
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| 10:00 – 10:05 | **Short intro - outline goals of the meeting** | Team Lead |
| 10:05 – 10:20 | **Present and discuss situation under investigation*** Make sure to go through all of the facts and discuss outstanding questions from the team
 | Team Lead |
| 10:20 – 10:30 | **Discuss the end-result and implications** | Team Lead |
| 10:30 – 10:45 | **What should have been done to avoid this situation?** | All Members |
| 10:45 – 10:55 | **What systems can be put in place to ensure this kind of issue doesn't come up again** | All Members |
| 10:55 – 11:00 | **Write and assign action items to enact the proposed system** | All Members |