

# AFTER ACTION REVIEWS

Date:Team Leader:

Item for Review:Attendees:

Reinforce the Positives

What went well?

What can we do better?

Opportunity for Improvement:

Lessons Learnt / Assigned Tasks

What is our next opportunity to test what we have learned, list actions and assign responsibility / ownership to peronnel and expected completion date:

Close-out?

Rate the meeting, summary of thanks and finish on a positive:

| Intent<br>What was meant to happen? | Intended Result Ratings<br>What was meant to happen? |      |      |           |
|-------------------------------------|--|------|------|-----------|
|                                     | POOR   | FAIR | GOOD | EXCELLENT |
|                                     |  |      |      |           |