**TEMPLATE  
Debrief Meeting Agenda**

**meetings**

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| |  | | --- | |  | | | **Debrief Meeting Agenda** |
| **Meeting Title** | | Post Event Debrief (2-4 weeks after the event) |
| **Date** | |  |
| **Time** | |  |
| **Location** | |  |
| **Attendees Required** | | Members of Executive Committee / Sub Committee / Stakeholders |
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|  | |  |
| **Meeting Overview** | | |
| **Event Coordinator / Secretary** | | ·       *Apologies* |
| ·       *Correspondence coming in* |
| ·       *Business arising from Minutes of previous meeting* |
| ·       *Reports from various sub committees* |
|  | | **·** *General Event Planning Checklist* |
|  | | ·       *Financials* |
|  |
| **Sub Committee Reports** | | |
| **Sub Committee Coordinators** | | ·      *What worked well* |
| ·       *Areas for improvement*  ·       *Other feedback* |
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| **Planning Tasks** | | |
|  |  | |
| Remind the committee to complete their tasks for this month that are in the Post Event Checklist and their Planning Timelines. | | |
| **Financials Update** | | |
| **Finance Coordinator** | ·       *Consideration of previous meeting’s financial matters* | |
| ·       *Present financial report* | |
|  | |
|  |  | |
| **Meeting Close** | | |
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