**TEMPLATE
Debrief Meeting Agenda**

**meetings**

|  |  |  |
| --- | --- | --- |
|

|  |
| --- |
|  |

 | **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 |
|  |  |
|  |  |
| **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* |
|  |  |
|  |  |
| **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** |
|  |  |