Debrief Meeting Agenda

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| Meeting title  | Post Event Debrief   |
| 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
 |
| * Sub-committee reports
 |
| * General event planning checklist
 |
| * Financials
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| 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 on the Post Event Checklist and Planning Timelines.     |
| Financials Update (Finance Coordinator) |
| * Consideration of previous meeting’s financial matters
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| * Financial report
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| Meeting Close  |
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