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 | | |
| * Financial report | | |
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| Meeting Close | | |
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