**XYZ Project**

**Lessons Learned Meeting: Date, Time**

**Location, Meeting Room**

**Dial in details:** [If you are offering conference call/web conferencing details, add them here]

**Attendees:** [list everyone coming to the meeting with the chairperson first]

**Apologies:** [list everyone who has been invited to the meeting but cannot come]

**Objective:**

To discuss lessons learned from the XYZ project and specifically:

* To record what went well
* To record what didn’t go well
* To establish how this can be taken forward for other projects

**Agenda**

1. Challenges faced by XYZ Project

* What was done:
  + Challenging tasks
  + Project issues
  + etc
* The way it was done
  + Team management and communication
  + Project management and handling issues
  + etc

1. XYZ Project successes

* What was done:
  + Achievements
  + etc
* The way it was done
  + Team management and communication
  + Project management and handling issues
  + etc

1. How do we replicate/avoid these on other projects?
2. Any Other Business