

Team Debrief Guide

Date:

Attendees:

Facilitator:

Objectives:

Let's Celebrate Our Wins! 

What went well?



Discussion Items 

Start

Stop:

Continue:

Bullseye

Hit the Mark:

Missed the Mark:

Action Items

- ✓
- ✓
- ✓
- ✓
- ✓

Follow-Up

Next Debrief Date:
Key Deliverables to Review:

Follow-Up on Action Items:

Reflection

How to Use this Template

1. Objectives

- Insert Key Objectives for the Session
 - Example: Review performance and outcomes of Project/Event/Task.

2. Let's Celebrate Our Wins!

- What went well?
 - List positive outcomes, team achievements, and highlights.

3. Discussion Items

- *Start*: What should we start doing to improve?
 - List suggestions for new practices or strategies.
- *Stop*: What didn't work and should be stopped?
 - Discuss areas where adjustments are needed.
- *Continue*: What worked well and should be maintained?
 - Identify effective practices to keep doing.

4. Bullseye

- *Hit the Mark*: What landed successfully?
 - List examples of successful outcomes and strategies.
- *Missed the Mark*: What could be improved or adjusted?
 - List areas that fell short of expectations.

5. Action Items

- Assign specific actions with deadlines and responsibilities.
- Include who will be responsible for follow-up and progress tracking.

6. Follow-Up

- *Next Debrief Date*: Insert Next Debriefing Date
- *Key Deliverables to Review*: List deliverables for the next session
- *Follow-Up on Action Items*: Outline a follow-up process

7. Reflection

- Reflect on the positive aspects of the session.
- Reinforce a focus on team wins and continuous improvement.