

# Team Debrief Guide

Date:

Attendees:

		Object	ives:	
	rate Our Win nt well?	s! 掩		
cussion	Items			
Start				
Stop:				

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ullseye 🧭					
	Hit the Mark:				
	Missed the Mark:				
etic	on Items 🧭				
	✓ ✓ ✓ ✓				
_ ollo	ow-Up 📂				
	Next Debrief Date: Key Deliverables to Review:				
F	Follow-Up on Action Items:				
efl	ection 🖤				

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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.

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