Meeting Debrief

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| Name of Event |  |
| Date of Event |  |
| Responsibility / Role |  |

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| List or describe what you thought was successful or worked well in the area you were Rresponsible for or involved in: |
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| List or describe what you thought was NOT successful or did not work well in the area you were responsible for or involved in: |
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| List your actions/recommendations for improvement for future events for the area you were responsible for or involved in: |
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| List or describe what you thought was successful or observed working well in the whole event: |
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