

Debriefing Worksheet

Project/Event:	Event Date(s):	Debriefing Date:
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<i>Event Summary</i>	<i>Debriefing Focus</i>
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<i>Moderator</i>	<i>Recorder(s)</i>
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<i>Participant Name</i>	<i>Participant Name</i>
<i>Email</i>	<i>Email</i>

Debriefing Notes

Check: What Worked?
 What Didn't?

Why?

What to do
Better or Different?

Other
Applications?