

Meeting Reflection & Next Steps

Strong leadership teams make time to reflect. After each meeting, consider what went well, what could be improved, and what actions should happen before everyone meets again.



Meeting Date



Today's Successes

What went well during today's meeting?



Challenges We Noticed

What could we improve next time?



Action Items Before Our Next Meeting

1.

2.

3.

4.

5.

6.



Celebrations

Who would we like to recognize or thank?



Next Meeting Date

