

Sample After Action Review preparation meeting agenda

Meeting date:

Attendees:

Meeting objective: Prepare for After Action Review

Agenda:

Item	Purpose	Materials	Notes
Roles and responsibilities	Confirm understanding of roles and responsibilities to carry out during the After Action Review	Roles and responsibilities worksheet	
Learning objectives	Review the learning objectives	List of objectives	
Background information and performance benchmarks	Review the background information related to discussion topics and performance benchmarks	Succinct overview of discussion topics and performance benchmarks gathered by the planning team	
Module 2: Conducting an After Action Review	Consider tools, worksheets, and facilitation tips to help guide planning of an effective, equitable, and trauma-informed discussion	Module 2	