PROJECT MEETINGS

Project Closeout Agenda

[Project name]

MEETING DATE
[Month day, year]

LENGTH
45 minutes

TIME	LOCATION	SPONSOR	PROJECT LEAD
[00:00] to [00:00]	[Room or video link]	[Name]	[Name]

ATTENDEES [Names]

01 Objective

Confirm the work is accepted, hand over what others now own, and record what to repeat or change next time.

A project isn't closed until every open item has a new owner outside the project team.

02 Before the meeting

- Project lead: list every deliverable and who will own it after today.
- Team: write down one thing to repeat and one thing to change.

03 Agenda (45 minutes)

No.	Min	Item	Lead	Purpose
01	**8**	**Confirm acceptance** The sponsor confirms the results against the original goals.	[Sponsor]	**Decide**
02	**12**	**Hand over deliverables** Each deliverable, its new owner, and where it lives.	[Project lead]	Inform
03	**8**	**Open items and responsibilities** Nothing leaves this meeting without an owner.	[Project lead]	**Decide**
04	**12**	**Lessons learned** Repeat and change. About the process, not people.	All	Discuss
05	**5**	**Archive and thanks** Where the project files are stored, and who did what.	[Project lead]	Inform

04 Closeout checklist

- ☐ Sponsor sign-off recorded
- ☐ Deliverables handed to new owners
- ☐ Access and accounts transferred or closed
- ☐ Budget closed and final cost recorded
- ☐ Files archived at [link]
- ☐ Stakeholders told the project is closed

05 Lessons learned

Repeat next time What worked	Change next time What to do differently
[Write here]	[Write here]

MEETING RECORD

Project Closeout Agenda

NOTETAKER
[Name]

06 Handover register

Deliverable or open item	New owner	Where it lives	Handed over
[Deliverable]	[Name or team]	[Link or location]	[Date]
[Deliverable]	[Name or team]	[Link or location]	[Date]
[Open item]	[Name or team]	[Link or location]	[Date]
[Open item]	[Name or team]	[Link or location]	[Date]

07 Decisions, actions and parking lot

Type	What was agreed	Owner	Due
Decision	[What, in one sentence]	[Name]	[Date]
Action	[What, in one sentence]	[Name]	[Date]
Action	[What, in one sentence]	[Name]	[Date]
Action	[What, in one sentence]	[Name]	[Date]
Parked	[Topic, and where it goes next: meeting, email, next agenda]	[Name]	[Date]

08 Notes

[Anything else worth keeping: numbers quoted, open questions, who to follow up with]