

Postmortem Meeting Agenda

This is a typical Post Release Postmortem Meeting Agenda, use this when a project Postmortem is needed when the release/project didn't go as well as planned.

Ground Rules

- Focus on the issues not the Individual
- Talk about the learning rather than the blame
- Speak your mind and be respectful

Goals

- What happened?
- Learning/What could we do different?
- Change for future releases

Main Category Buckets

- Issues – Release related issues
- Breakdowns – Why did the Issue happen?
- Solutions – What could we do differently next time
- Parking lot – Issues not related to this particular release, or off topic issues

Preparation for Post Release Postmortem Meeting

- What went wrong?
- What went right?
- What would you do differently if you ran the same release again?
- What have you learned from the release?
- What hindered your progress during the release?
- What helped you reach the deadlines easier during the release?
- What tidy up would you like to do now the release is complete?