

# Project Closeout Meeting Agenda

**Project Name:**

**Date & Time:**

**Location:**

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## Attendees

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## Agenda

1. Welcome & Introductions
2. Review of Project Objectives
3. Summary of Deliverables
4. Lessons Learned
5. Project Documentation Review
6. Outstanding Issues & Action Items
7. Client/Stakeholder Feedback
8. Final Approvals & Sign-Off
9. Next Steps & Project Archive
10. Closing Remarks

## Notes