Session debrief

Capture the session while it is fresh.

Date / project / collaborators

What we made / file location

What connected: sounds, ideas, feedback

What needs another pass

Files or feedback to send / owner / due date

One thing to carry into the next session

BEFORE YOU CLOSE THE SESSION

1. Save the session and reference bounce before wrapping.
2. Make each follow-up a concrete task with an owner.
3. Listen again later and add anything you missed.