**SpringOne Platform 2019 - Trip Report Template**

[Attendee Name]

[Attendee Title and Department]

**Quick wins: Changes we can implement in the next two weeks**

* What minor or tactical problems did you learn how to fix?
* What specific tools or techniques did you learn about that can boost performance or productivity?
* What else did you learn that you can apply in the next two weeks?

**Workshops to run**

* What did you learn from hands-on activities that you can teach your team or internal customers in the next month?
* What do you need to run the workshop?

**Bigger projects: Changes we should make progress on in the next two weeks**

* What existing goal would this change support?
* What did you learn about how this change would support the goal? (Include proof points from any case study sessions, talks, or hallway conversations.)
* What did you learn about how to make this change?
* What are the next steps to begin implementing this change?

**Useful contacts made**

* Who did you meet that can help? (Include the names and titles of experts or peers.)
* Which vendors did you learn about that you want to research?
* When and how will you follow up with them?

**Other findings**

* Refer to your session notes, social media posts, insight gained in the robust “hallway track,” and the knowledge shared between attendees.
* Discuss knowledge gained that you hadn’t expected.
* List sessions you’d recommend for teammates to watch when the video stream becomes available.
* List sessions you weren’t able to attend that you think were valuable.
* Share resources you learned about that you’ll read/watch and recommend for the team.