

Focus	Tasks	Who	Deadline
Acknowledgement and communication	<ul style="list-style-type: none"> • Announce the team’s adjournment and intention to conclude activity. • Set a final meeting date and agenda. • Notify stakeholders and relevant campus partners. • Update website, social media, chat groups, etc. to reflect sunset of team. 	Team lead/chair Communication representative	
Documentation and knowledge transfer	<ul style="list-style-type: none"> • Identify location to store materials and documentation. • Summarize key accomplishments and impact. • Document lessons learned and best practices. 	All team members	
Ongoing responsibilities and transfer ownership	<ul style="list-style-type: none"> • Close all outstanding invoices and accounts. • Identify who will serve as historical contact. • Archive essential documents and resources. 	Team chair Financial representative	
Final wrap-up	<ul style="list-style-type: none"> • Conduct debrief session for team reflections. • Provide support and guidance to team members transitioning to new projects. • Identify method of maintaining network and relationships and staying in touch. 	All team members	
Celebrate	<ul style="list-style-type: none"> • Recognize and appreciate team and individual contributions. • Organize a formal or informal closing event. • Invite key stakeholders, campus partners, sponsors to contribute to the celebration of your work. 	All team members	
Administrative closure	<ul style="list-style-type: none"> • Complete outstanding tasks and deliverables. • Reconcile and/or reallocate remaining budget or resources. • Update directories, websites, and team listings. • Close team communication channels (email list, Teams chat, etc.) • Communication adjournment with executive sponsor, department lead, etc. 	Team lead/chair	