

# Retrospective Agenda Template

**Date:** DD/MM/YYYY

or

**Week:** Week XX

**Time:** 00:00 - 00:00

**Attendees:** @Name, @Name, @Name

## Retrospective

### What went well?

Note down here how do you think we've exceeded expectations either individually or as a team.

### What went badly?

Note down here the areas where the team has made mistakes or didn't meet our expectations.

### Ideas for improvements

Add your ideas that could help the team to improve his work in any ways.

### Actions to take

- Action 1 @Name
- Action 2 @Name
- Action 3 @Name