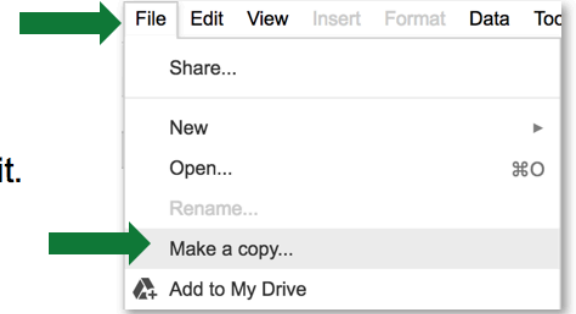## How to use this template:

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Basic Agile Sprint Retrospective Template Example

PROJECT NAME		PROJECT ID	
TEAM		DATE	

WHAT WENT WELL?	WHAT WENT POORLY?
• **Team Collaboration:** The teamwork on the new user interface was seamless. • **Charging Algorithm:** The algorithm successfully reduced wait times by 15%. • **On-Time Delivery:** All features were completed on schedule. • **Customer Feedback:** Customers gave positive reviews for the new logistics feature. 👍	• **Server Downtime:** Multiple instances caused data sync delays. • **Incomplete Documentation:** API documentation was lacking, causing integration issues. • **Task Complexity:** Underestimated complexity led to delays. • **Testing Resources:** Insufficient resources led to QA bottlenecks. 👎
WHAT NEW IDEAS DO WE HAVE?	**WHAT ACTIONS WILL WE TAKE?**
• **Data Analytics Dashboard:** Develop robust real-time insights. • **User Feedback Integration:** Collect feedback directly via the app. • **Automated Testing:** Create scripts to speed up QA. • **Maintenance Alerts:** Develop predictive maintenance alerts. 💡	• **Increase Server Capacity:** Invest in additional capacity to reduce downtime. • **Complete API Documentation:** Finalize and improve API documentation. • **Revise Estimation Process:** Refine task estimation to account for complexities. • **Upgrade Testing Environment:** Enhance resources and tools for efficient testing.

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