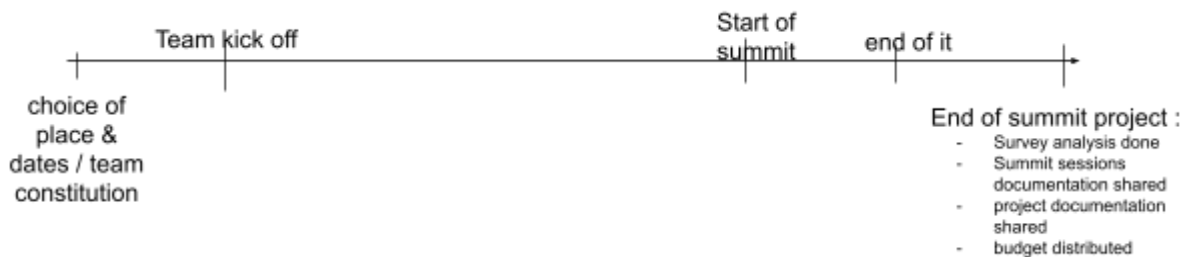


## SUMMIT 8 RETROSPECTIVE - Agenda

Objective of a retrospective : ***A Retrospective is an occasion for your team to look back, reflect, and plan to work better, together.***

***It's a reflection on how we worked together (our tools, habits, process, relations) and what we achieved.***

### 1/ Major milestones - 3'



### Key milestones to add ?

Launch of registration  
Launch of the website /facebook group / communication  
Loomio post on program feedback?  
Create and allow space/time for empathy and mutual appreciation  
Outreach to (potential) participants  
Spreading the word (social network, website)  
Attendance confirmation  
Establishing different roles to each member/groups



### 2/ What worked well ? 3' + 5'

*identify **moments or actions in the process** that worked particularly well to advance the project or the team itself. Give everyone three to five minutes to silently reflect before sharing.*

Logistics concerning venue, accommodation, food was very well prepared, organized and carried out.  
Regular meetings every week to keep the rhythm with check-in time to connect to each other  
On-going communication on slack + visibility on the actions to do on trello  
Local team very autonomous  
Team atmosphere, care for one another  
Agility in program modification following the flow, changing points of view and taking into considerations different aspects  
Being transparent and not hiding difficulties but sharing them  
Logistics worked very well!

Coordination was both efficient and smooth :- ) (having someone who help facilitate the process)

Regular alignment times

Mutual appreciation and understanding was joyful and helped over technical problems or unfortunate conditions

All the feedback was always constructive and not destructive and that's great! Please, do add that to the list :)

We had a good leader also in the sense of holding the space and push a bit where it was needed.

### **3/ What didn't work :- ( 3' + 5'**

*identify **moments or actions in the process** that slowed, obstructed, or harmed the project or the team. Give everyone three to five minutes to silently reflect before sharing.*

Link / connection with OuiShare "core" teams sometimes not fluid enough / getting feedback before on the program / and on the management of the budget

**Too much work during the summit for the local team / difficult to share the responsibility on that so the local team not so much involved in the workshops**

Documentation : have someone only think / take care of that

Not underestimate post-summit work (survey, documentation, budget, retrospective, sharing informations...)

Working remotely, being dependent on good internet connection and that everybody knows how things/technic works or where the documents etc. can be found. (at least for me :)

More co-construction with the OuiShare people would have been great maybe, ask more feedback? I'm not sure... I agree :)

Sometimes a gap between what we said we would do, and we didn't, so it went on other people shoulders (who were full of care and empathy of course :-))

Responsibilities taken and not met

Deadlines not met (posting, booking...)

Little collaboration from other communities from the host country

Decision making sometimes a bit slow (knowing for the budget, for the co-living activities etc.) - question on how to make everyone happy / included

Being clearer on goals of communication / what we want to achieve

Start communicating about the event earlier to get people to attend and confirm earlier

We didn't do our daily catch-up meetings at the end of each day during the summit and I think they would have helped a bit

### **4/ Brainstorm improvement for the next summit team ! 5'**

Find a way the local team can participate as anybody else during the summit / share responsibilities / prepare a to do list

Knowing earlier how much people are coming / what is the budget to not push too much pressure on the hosting team / a way for people to commit before / board earlier

Sharing at least 4 month before where / when. And finding a way for the community to communicate earlier if they have any concern about how/what/the content/the length as soon as possible

Streaming the summit / making it more available for people not going there

Documentation : have someone only think / take care of that

Communication: plan in advance a bit better (clear goals, calendar, channels, etc.) + clarifying who takes responsibility for what from the beginning (centralising that work a bit more)

Daily meetings during the summit

**5/ Any other feedback ?**