

Retrospective

Retro for [TEAM]

January 1, 2024

10:00am – 11:00am

Meeting Purpose:

A regular meeting to discuss what is working well, what needs improvement, and how that improvement can be brought about.

10:00 – 10:05	Welcome and goals!	Team Lead
10:05 – 10:20	Hand out sticky notes to everyone and fill out for: What worked, what didn't work, what to improve. <i>Space for notes</i>	All Members
10:20 – 10:35	Go around and discuss everyone's ideas. Group any similar ideas. <i>Space for notes</i>	Team Lead
10:35 – 10:55	Prioritize issues by importance by voting or general agreement. <i>Space for notes</i>	All Members
10:55 – 11:00	Create an action plan and record action items!	Team Lead