## 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.

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