NO.
05

EVERYDAY MEETINGS

Retrospective Agenda

[Team name], [sprint or project name]

MEETING DATE
[Month day, year]

LENGTH
45 minutes

Period	[Start date] to [end date]	**Location**	[Room or video link]
Facilitator	[Name]	**Notetaker**	[Name]
Attendees	[Names]		

Objective

Agree on two or three changes the team will make in the next [sprint], each with an owner.

Talk about how the work was done, not who did it. Read this line aloud at the start.

Before the meeting

- Look back at the [sprint] goal and how close the team got.
- Check last retro's actions: done, partly done, or not started.
- Note one thing that helped you and one that slowed you down.

Agenda (45 minutes)

No.	Min	Item	Lead	Purpose
1	**5**	**Set the tone and review last retro's actions** Blame-free. Did the last changes work?	[Facilitator]	Inform
2	**10**	**What went well** Everyone adds notes in silence first, then reads them out.	All	Discuss
3	**10**	**What didn't go well** Same method. Facts and effects, not people.	All	Discuss
4	**10**	**Group and vote on themes** Each person gets [3] votes. Take the top two or three.	[Facilitator]	**Decide**
5	**10**	**Improvement actions** One owner and one date per change.	[Notetaker]	**Decide**

Retro board

Went well Keep doing	**Didn't go well** What slowed us down	**Try next time** One change each
[Write here]	[Write here]	[Write here]

NO.
05

MEETING RECORD

Retrospective Agenda

NOTETAKER
[Name]

Decisions, actions and parking lot

Type	What was agreed	Owner	Due
Action	[What, in one sentence]	[Name]	[Date]
Action	[What, in one sentence]	[Name]	[Date]
Action	[What, in one sentence]	[Name]	[Date]
Action	[What, in one sentence]	[Name]	[Date]
Parked	[Topic, and where it goes next: meeting, email, next agenda]	[Name]	[Date]

Notes

[Anything else worth keeping: numbers quoted, open questions, who to follow up with]