

# Retrospectives

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V1.0.0

# Retrospectives

## What is it?

Retrospectives (Retro's) are meetings where the team stops and reviews how it has been going and look for ways to improve. They are usually held quarterly and cover team health and working relationships as well as outputs and activities.

## Who is involved?

Retro's involve the whole project team and are organised by the project lead.

## How Retro's help teams:

- Encourage open feedback and honest self-analysis.
- Recognise great work from colleagues.
- Identify good ideas that can be more widely adopted.
- Address small issues before they become larger impediments.
- Create a culture of continuous improvement.
- Encourage the whole team to contribute ideas and help solve problems.

## Sample Retro agenda:

- a) Define the period you want to review (start & end date) (5min)
- b) Collect any data about that time and/or draw a timeline on a whiteboard that shows notable events that happened during that period (10min)
- c) Draw up a simple box where the team can write up ideas (see below)
- d) Brainstorm ideas that fit into the first two categories (what we did well and what didn't go well) (10-20min)
- e) Identify the 2-3 things you want to focus on next time – and discuss what it would look like if they were improved. (15min)

| What we did well | What didn't go so well | Specific things we want to change next quarter |
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