

Retrospective Meeting Agenda (40 min)

Roles:

- Facilitator
- Note taker

Introduction (5 min)

Goal: *Get everyone “in the room” and reach to participate*

- Acknowledge the team
- Review relevant takeaways from the previous meeting
- Review the purpose of the meeting

Data Gathering (10 min)

Goal: *Gain an understanding of each team member’s perspective on successes, challenges, and learnings*

Have each team member answer the following:

- What are we doing well?
- What are we not doing well?
- What have we learned?
- What fell short?

Gather this information into themes. Chances are, there will be several that overlap. Find a method to group these together.

Brainstorming (10 min)

Goal: *Work together to understand successes, and why there are shortcomings*

Take the data you’ve gathered and now ask “why” to the issues:

- *Why* are we doing well on [item]?
- *Why* are we not doing well on [item]?
- *Why* we we able to learn from [item]?
- *Why* did we fall short on [item]?

Solutions (10 min)

Goal: Determine the area(s) to improve and use the brainstorming findings to identify solutions and the timing/process to improve

Since there may be a lot of items that were brainstormed, the group will need to determine how to prioritize. This can be done in a few ways, but having everyone pick 2-3 they want to prioritize is one way.

- Identify areas to be worked on
- Identify solutions
- Identify next steps

Conclusion (5 min)

Goal: Ensure all team members walk away with a shared purpose and set of actions

- Summarize the meeting
- Review action items
- Agree how actions will be measured