Agile retrospective template

What went well?

This quadrant identifies those things the team feels they are doing well and should continue to do.

Questions to ask:

- What were you pleased with?
- What produced good outcomes?
- What tools and techniques worked well?
- What things should we continue to do?
- Any praise or thanks you want to give to team members?

What could've gone better?

This quadrant identifies those areas that are creating problems or can be improved.

Questions to ask:

- What went wrong?
- What is not delivering value?
- What areas do you see for improvement?
- What didn't prove expected?

What do we want to try next?

This quadrant includes good ideas or innovations the team wants to try.

Questions to ask:

- What haven't we tried before that could work?
- What one new thing would you like to try?
- What new approaches should we experiment with?

What puzzles us?

This quadrant includes those things the team doesn't understand or questions that are unanswered.

Questions to ask:

- What unanswered questions do you still have?
- What issues should we investigate further?
- Are there things we do with unclear value?

What went well

- Communication as a team
- Every member summarised what they did at the beginning of a meeting
- Meet frequently
- No conflicts between team members
- Good use of meetings with our mentor to discuss ideas and progress
- Good overview to finish everything for the project on time

What could've gone better?

- Better use of GIT
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What do we want to try next?

- We do have some improvements that could be made if we had more time but since this is the last sprint: nothing
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What puzzles us?

- How we need to add new emails/documents/persons/organisation
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