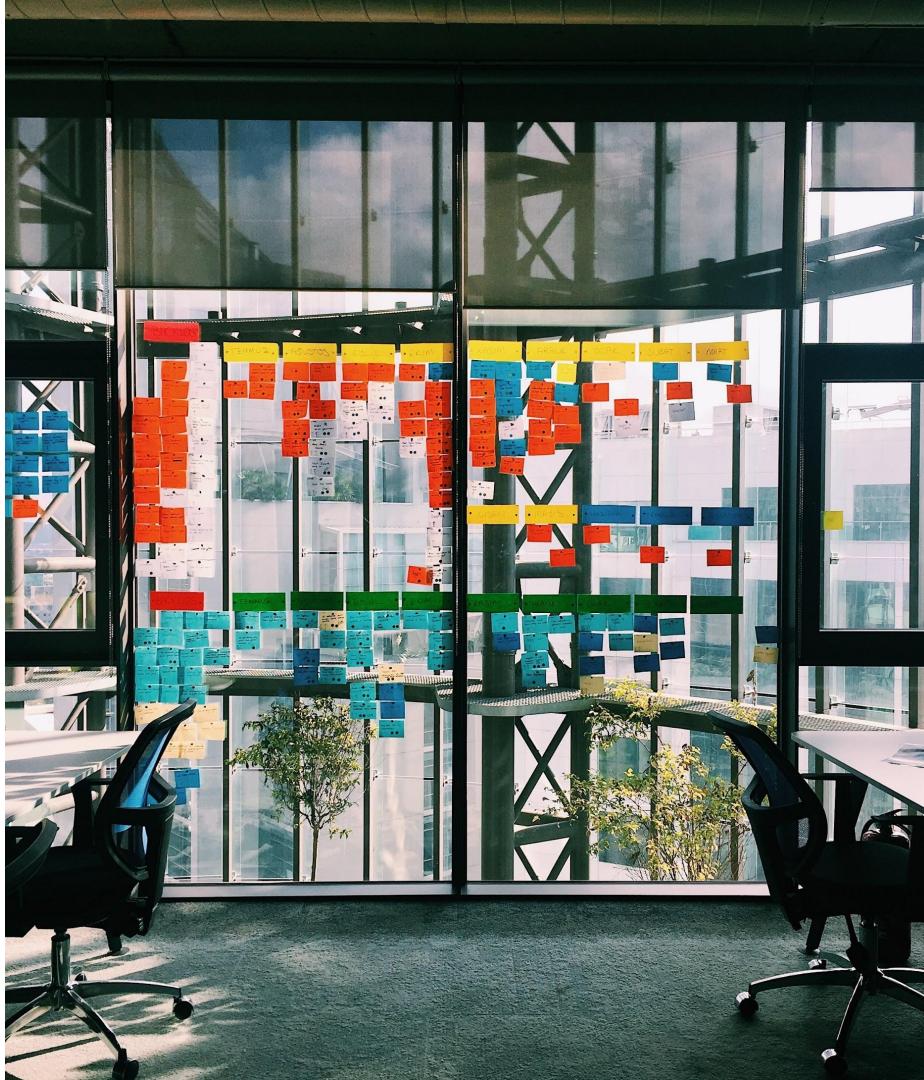


Retrospective Session (RS)

A Retrospective Session is a tool that can make your iterations (sprints) better in the future.



Retrospective Session

A Reflective Session (RS) is a reflective team meeting at the end of an iteration.

You can use it to reflect on what you did well throughout the iteration and talk about possible future modifications.



Retrospective Session

Steps to run an effective RS

1. Prepare
2. Set the right culture
3. Talk about “Wins”
4. Talk about pain-points
5. Next steps



Retrospective Session

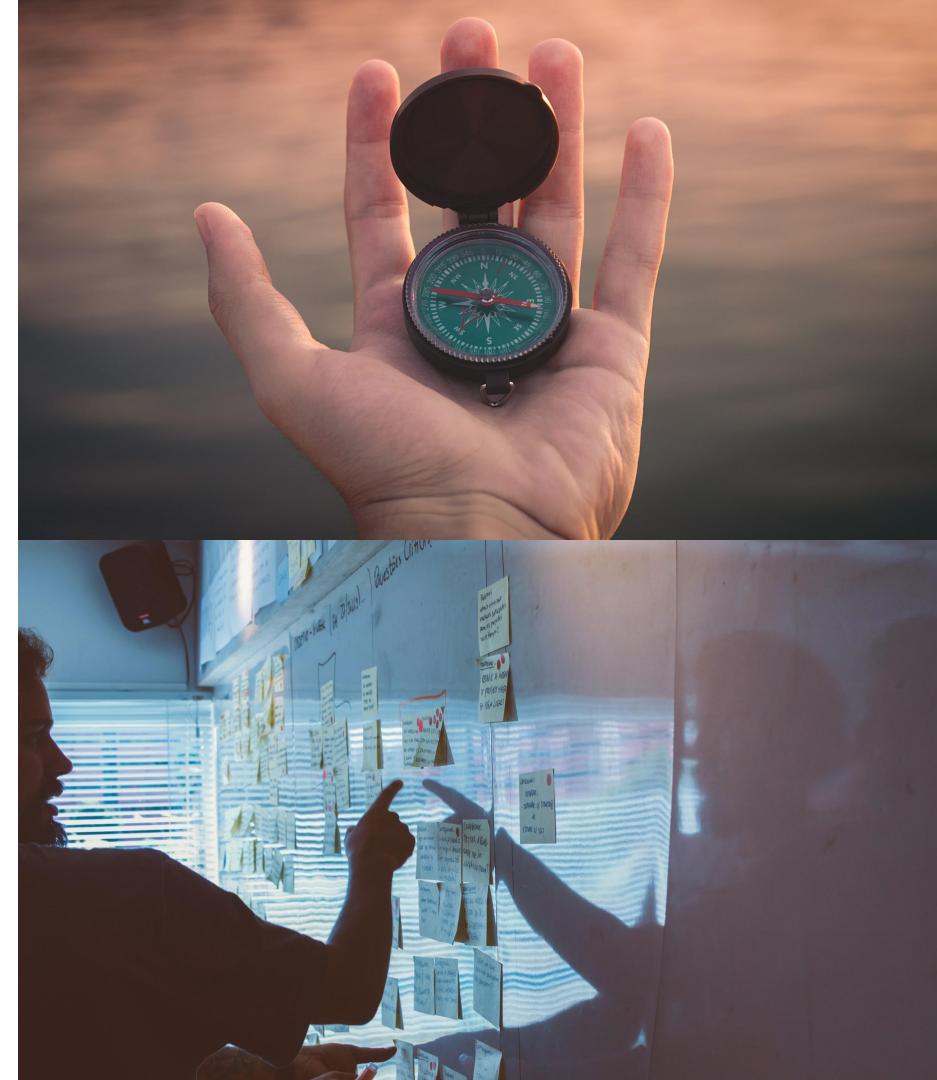
Prepare

Make sure you have a white board, sticky notes, markers or pens and a timer.



Retrospective Session

- Set the right culture
- Make sure people understand the objective of the RS.
- Main objective--Continuous Improvement (CI)



Retrospective Session

Talk about “Wins”. Distribute the sticky notes and ask participants to mention actions that were successful throughout the Iteration. Participants’ comments should focus on the positive results.

- Brainstorm- 5 minutes
- Discussion- 10 minutes



Retrospective Session

Talk about pain-points. Repeat the previous process. Distribute the sticky notes, ask participants to write about actions that can be corrected. After 5 min. people share their ideas on the board and discuss.

- Brainstorm- 5 minutes
- Discussion-10 minutes



Retrospective Session

Next Steps. Talk about concrete actions your team can take to improve areas of opportunity.

Allow the team to prioritize and decide on the most urgent areas of opportunity and the action plan to eradicate them.

Assign owners to solve the issues and set deadlines.

- Discussion- 20 to 25 minutes



Retrospective Session

A Retrospective Session is a great way to finish an iteration, it allows you to make adjustments and to reflect on what your team is doing well and what can be improved.

