# Sprint Retro Document

“A retrospective is anytime your team reflects on the past to improve the future. Between technical and non-technical teams, you can retro on just about anything!” - <https://www.atlassian.com/agile/scrum/retrospectives>

## Outcomes

The purpose of the sprint retrospective is to evaluate what went well during the sprint and what could have gone better. After the retro, you should come up with some action items of things you can improve for your team during the next sprint.

## Steps

The sprint retrospective should serve as a way to make sure your team and its processes get better and better after each sprint. Think back on the different aspects of the sprint: did you plan properly, did you complete all your goals, were there any blockers stopping you from completing your goals, etc. Pick apart those aspects to determine what went well and what did not go well. Based on that, your team can identify “action items” - changes you can make to your team’s process in every subsequent sprint to improve your efficiency and better achieve your goals.

1. **What went well?** - Identify the positive aspects of your sprint. This may include good planning during sprint planning, efficient resolutions to blockers during stand ups, etc. Also take this opportunity to give kudos to your team members if you think they did an especially great job during the sprint.
2. **What could have gone better?** - Identify the not so positive aspects of your sprint. This may include goals that were not met, bugs that came up, etc. Keep in mind not to place blame on any individual, but rather to focus on what the sprint team collectively could improve.
3. **What did we learn?** - Identify what your team collectively or you individually learned during the sprint. This could be a technical skill that you had to learn to complete your goals or something you learned about the product or project process.
4. **What are our action items?** - From the answers to the above questions, identify your sprint action items. These should be formed from your past experiences in this sprint and should be as detailed as possible. For instance, if you did not meet your goals this sprint, an action item could be to spend more time in sprint planning thinking about what is actually achievable. If you found that stand ups were aimless, an action item could be to time box stand ups to 15 minutes to encourage more focused conversations.

## Team Name - Group 4

## Sprint Name - Sprint 0

Answer the first three questions before moving on to your action items. There should be at least one item per the first three questions with a minimum of four items total, so at least one question will have more than one answer. In addition to an answer, list which team member contributed that answer. Once complete, move on to your action items, which you should write as a team. Come up with at least two action items.

### **What went well?**

### Everyone was quick to create required documents, start new required tasks, and organize documents. Team is on the same page and goals are being met. - Ian York

Everyone has their own task and there aren’t any blockers for those tasks. -Ronnie Johnston

Our brainstorming for a product and its UI went smoothly and we effectively delegated tasks - Gabriel Van Dreel

### **What could have gone better?**

This being the first sprint for our Final Project, I personally felt confused on where exactly the team was going to start. -Dylan D’Eloia

Also the method of pushing the documents to GitHub is a bit confusing. -Ronnie Johnston

Getting started with our project requirements and expectations felt rushed and hard to follow - Gabriel Van Dreel

### **What did we learn?**

We learned to communicate as a team, to delegate tasks amongst each other, and to come up with a plan to reach a common goal. - Eric Chaves

We each learned what we are assigned to do next for the project. -Dylan D’Eloia

I got a better handle on our project requirements and where we want to go as a team - Gabriel Van Dreel

### **What are our action items?**

Have more standups throughout the week to discuss goals and stay on tack with due dates.

Limit standup time to be concise and useful.