Sprint # Retrospective

# Quick Review

*Summarize all notable events since the last retrospective. Share updates on initiatives, key metrics, and anecdotes. Compare the current timeline and deliverables with what was originally planned.‍*

# Positive Highlights

*What went well? Were any special milestones accomplished? Let each team member contribute.‍*

# Reflect on Roadblocks

*What went wrong? Did any unforeseen obstacles arise? Identify the root cause of each one. Allow each team member to contribute. And remember, this isn't a blame game—focus on continuous improvement.‍*

# Room for Improvement

*What were the main lessons from the roadblocks discussed? How can we solve each issue and improve?‍*

# Other Important Feedback

*Summarize any other valuable discussion points. It does not have to be directly related to the retrospective's main topic.‍*

# Main Takeaways

*What were the main insights from this retrospective meeting? Include key decisions, plans, and any opportunities or concerns that should be shared with key stakeholders.‍*

# Take Action

*Clarify next steps, who's completing them, how we will measure them, and when they should be done by. Note this information here to share and assign.‍*

# Follow-Up

*How will we keep in touch and stay up-to-date about progress? When is the next retrospective?*