**Retrospective Meeting Minutes - <Project Name>**

**Date:** <mm/dd/yyyy>

*List attendees in the table below – consider listing names alphabetically.* *For all attendees present at the meeting, place an “X” in the Attendance box. Delete blue, italic text.*

| Attendance | Participant | Attendance | Participant |
| --- | --- | --- | --- |
| X | <Meeting Organizer> |  | <Participant 2> |
| X | <Scribe> | X | <Participant 3> |
|  | <Participant 1> | X | <Participant 4> |

**What went well?**

* <describe what went well>
* <describe what went well>

**What did not go well?**

* <describe what did not go well>
* <describe what did not go well>

**What could we do differently?**

* <describe what could be done differently to improve>
* <describe what could be done differently to improve>

**Which of the items above will we add to our Project Lessons Learned?**

<copy relevant item, if applicable – if none, indicate “none”>

| Action Item | Owner(s) | Target Due Dates | Status |
| --- | --- | --- | --- |
| Action Item 1 | Owner 1 | Date 1 | Open |
| Action Item 2 | Owner 2 | Date 2 | Closed |
| Action Item 3 | Owner 3 | Date 3 | Hold |