Preparation Checklist

☐ Decide on which retrospective techniques to use and setup the room accordingly

☐ Prepare quantitative performance metrics

☐ Send out invitations and agenda, specifying any pre-work required

☐ Prepare needed inputs

    ☐ Issues surfaced during the Iteration Review

    ☐ Improvement items from previous retrospectives

    ☐ Iteration Goals and relevant performance metrics

Expected Outputs of the Iteration Retrospective

☐ One to two improvement Stories to deliver in the next Iteration

☐ Feedback on the retrospective technique used

Actions to take from the Iteration Retrospective

☐ Add improvement Stories into the Iteration backlog with a clear owner

☐ Review the progress of the improvement Stories throughout the Iteration

☐ Take program concerns to the RTE

Tips and Techniques

- Hold retrospectives at the end of each Iteration with the goal of making small, continuous improvements

- The Scrum Master should spend time preparing the retrospective, as it is a primary vehicle for improvement

- Avoid focusing on problems that are outside of the team's control

- Ensure everyone in the team contributes

- Focus on what to preserve as well as what to improve

- Make sure the event ends with actionable improvement Stories added to the backlog

- Avoid inviting people from outside the team (especially management) to the retrospective

- Encourage continuous improvement between retrospectives

- To show progress, make sure improvement stories from the previous iterations are discussed either at the Iteration review or the beginning of the quantitative review