



Meeting Checklists

Retrospective

Purpose:

The retrospective affords the team a dedicated opportunity to collectively evaluate their processes. Retrospective meetings embrace a team's commitment to continuous improvement. The goal of these meetings is to inspect and adapt team practices and processes in an effort to identify and take action on key issues that are impeding the team's progress or health.

Agenda:

- ☒ Review meeting agenda and guidelines
- ☒ Team reviews what went well during the last iteration
- ☒ Team reviews what didn't go as well or as planned during the last iteration & why
- ☒ Team identifies the most important items or issues to focus on next iteration
- ☒ Team notes any additional impediments preventing them from adopting and/or improving their process

Notes:

Attendees:

Team Members,
ScrumMaster
and/or
Facilitator,
Product Owner

Inputs:

Details and
accomplishments
from the prior
iteration, list of
issues or
impediments

Outputs:

Prioritized impediments or newly
identified stories for action in an
upcoming iteration

Key Considerations:

- Always remember, and remind the team, that retrospectives are intended to focus on the process and not people
- Whoever facilitates should make an effort to ensure all team members participate