Team 43 Retrospective Plan

**Part 1 Client Demo and Feedback:**

**Clients thoughts:**

**Teams thoughts:**

**Part 2 Internal Retrospective:**

Just discuss what you expected, what you observed and why any discrepancies you observe may have arisen.

Key points to remember

* Don’t make it personal, don’t take it personally
* Listen with an open mind
* Everyone’s experience is valid
* Set the time period you’re discussing (last sprint, last quarter, entire project, etc.)
* Focus on improvement, rather than placing blame

Three core questions:

**What we did well – 15m**

One to two ideas per team member group similar ideas, discuss briefly

**What we can do better – 10m**

One to two ideas per team member group similar and discuss each

**Actions – 10m**

Brainstorm ideas to improve on problem areas group similar and discuss assign responsible members to actions.