Sprint Retrospective

FA296

This document will detail the purpose of the sprint retrospective meeting and include a template that will be used for each retrospective meeting.

# Why Sprint retrospective

The purpose of the sprint retrospective meeting is to allow every member of the team to comment on the systems we are using, address any issues that they may be having and propose improvements to our systems.

## meeting structure

Before the meeting group members will submit topics under the categories of good and bad. Topics submitted to good should include things that we feel are working particularly well and should be kept the same. Topics submitted to bad should include things that we feel aren’t working well or are particularly inefficient. After the topics are discussed the group should try and propose solutions to attempt to improve any bad topics.

For the secondary part of the retrospective the group will go over what has been achieved in the previous sprint, discuss the progress towards the milestones we have set and evaluate if our estimations were accurate. All work scheduled will be recorded and compared to the work completed at the end of the sprint, any work that was not completed will be moved into the next sprint.

**Note:** Submitting topics is not mandatory, if no topics are submitted the group will skip covering the good and bad sections and move onto a review of the sprint.

## Meeting template

This template will be used to document all sprint retrospectives.

# Sprint retrospective: Week x, DATE:

## Attendees:

## Topics to discuss

**Good:**



**Bad:**



## Sprint review

|  |  |  |
| --- | --- | --- |
| Work Scheduled | Work Completed | Work to be Re-Scheduled |
|  |  |  |