Retrospective: Project Name
Date

Owner:
Collaborators:

Project Summary

[Write up a short summary of the project, could be large or small or just point to a project planning doc. Objectives, Sponsors/Stakeholders, etc.]

Project Status:	
Project Goals and Objectives:	
Duration of project:	
Team:	
Link to Project Doc(s)	
Methodology:	
Project Resources:	

Lessons Learned

Things that went well:
-
-

Things that need improvement:
-
-

Where we got lucky:
-
-

Action Items

What actions should we take as a result of our lessons learned?

Action Item	Type [tool, process, team]	Owner	Links

Future Considerations

What would we recommend future projects of a similar nature mitigate or design contingency plans for?

Risk	Type [technical, process, team, schedule]	Contact	Link(s)

Optional Supporting Materials and Notes

Retrospective Meeting Notes

Date:

Owner:

Attendees:

Agenda:

Notes: