**6:20 - 16:25: Introduction (5 mins)**

* Welcome and introduction of attendees.
* Overview of meeting objectives and agenda.

**16:25 - 16:35: Capture Project's Key Successes (10 mins)**

* Discuss major successes achieved by the project.
  + Each team member shares a key success.
* Identify factors that contributed to these successes.

**16:35 - 16:55: Capture Project's Challenges and Shortcomings (20 mins)**

* Identify and list the major challenges faced by the project.
  + Open floor for team members to discuss challenges.
* Describe each challenge and recommend solutions.
* Identify and list any tasks or decisions that were done incorrectly or poorly.
  + Discuss each shortcoming and recommend solutions.
* Document lessons learned and strategies for improvement in future projects.

**16:55 - 17:05: Wrap Up the Meeting (10 mins)**

* Summarize the discussions and conclusions for each agenda topic.
* Create tasks to address problems and improve processes for future projects.
* Confirm that the meeting recording is saved and accessible to the Mentor.

**17:05 - 17:10: Next Steps and Closing (5 mins)**

* Assign responsibilities for the action items.
* Schedule the next retrospective meeting.
* Closing remarks and meeting adjournment.