

Retrospective Facilitation Guide

Stage	Activity	Minutes	Materials Needed
Icebreaker	<i>What Icebreaker will you use?</i>		
Follow Up	<i>How will you follow up?</i> Check list of open action items and ask action item owners for updates	5	
Gather Data	<i>How will you gather data?</i>		
Generate Insights	<i>What questions will you ask/tools will you use?</i>		
Identify Actions	<i>How will you identify Action Items?</i> What are the takeaways? What decisions have we made?	5	
Take Ownership	<i>How will you ask for Ownership of Action Items?</i> Who would like to help take care of the action? When can you give us an update on the action?	5	