# Sprint Retrospective Facilitator Guide

**Facilitator** – Developer 1

**Other Parties Present** – Development Team

**Meeting Place** – Microsoft Teams Meeting, 9 AM

## Item 1 – Check In

* Greet team members
* Ask how each team member feels the sprint went in general

## Item 2 – In Depth Discussion

* Going in a circle, ask each team member what they felt went well and went badly with the sprint
* Make sure each team member elaborates on what they would have changed with the things they feel didn’t go well during the sprint
* Ask each team member if they were happy with the items they were assigned to complete during the sprint, and if not, what they would have rather done so items can be better assigned during the next sprint

## Item 3 – Items for Next Sprint

* As a team, look through the product backlog and decide which items on the backlog should be done for the next sprint
* Develop a sprint backlog and assign team members to items, set an end date for the sprint that gives enough time to effectively complete all items on the sprint backlog

## Item 4 – Conclusion

* Thank team members for attending the meeting
* Ensure each team member is aware of the next meeting time