Team Retrospective

**Planning:** Think about the strategies you used to coordinate the work.

• How did you plan the organization of work for the milestone? What were team members roles?

• How were activities assigned to each team member and what was the justification for that?

• How was communication handled among team members?

**Monitoring:** Think about the way you collaborated as a team.

• What aspects of the team coordination/collaboration went well in this milestone?

• What aspects of the team coordination/collaboration went wrong in this milestone?

• What are possible concerns?

**Evaluation:** Think about the quality of the milestone just delivered.

• What do you think as a team was particularly good about the milestone you just completed?

• What are areas or sections of the milestone that you just completed you think could be improved?

**Plan of Action:** You must commit to have something to improve every milestone.

• What are aspects you think can be done better for the next milestone in terms of team performance?