From : Olabanjo Omotosho

To : Laura, Dominique, Rodrigue, Anne, Vlad

Cc : Stephanie

Subject : Sprint retrospective meeting agenda

Hello team,

This is a quick invitation to our sprint retrospective meeting as scheduled below.

As we are all aware, this meeting takes place every fortnight at the completion of every sprint.

Kindly make yourselves available as you adjust your calendar

GOAL OF THIS MEETING:

To examine how the just-completed sprint went as far as people, relationships, processes, and tools

Date 21ST of Jan. 2023

Start time 2pm

End time 4.20pm

AGENDA ITEMS:

1	10mins	What helps us to be successful as a team in this sprint?
2	10mins	What did other team members help you with that you'll like to thank them for? Pls, mention names.
3	10mins	Which tools proved to be useful?
4	10mins	Where and when did we go wrong in this sprint?
5	10mins	What is your biggest impediment?
6	10mins	If you could change one thing, what would it be?
7	10mins	What caused the problems we had in this sprint?
8	10mins	What's keeping you awake at night?
9	10mins	Which things went smoothly in this sprint? Which didn't?
10	10mins	Can we improve our daily scrum meeting?
11	10mins	Do we need to change any of the rules or processes we are using?
12	10mins	Is our communication with the product owner and stakeholders adequate?
13	10mins	Are all stakeholders aware of our progress?
14	10mins	What changes should we consider making going forward as a team in terms of how we work?

ACTION ITEMS:

Action Item	Goal	Assigned
2 mins of time boxing per person in daily scrum	Shorter daily meeting with balanced conversation	Laura Scrum master
Set up a workshop next week to refresh the definition of done	Lesser queries and waiting times for implementation of tasks	Dominique Developer
Everyone turn the camera on for next week's meetings	Better involvement and collaboration for all participants in video calls	Laura Scrum master

Warm regards,