

Analyze a Scenario: Developing a Retrospective Potential Solution

Objective	What worked?	What did not work?	What can we do better?	What did not make sense?	New ideas?	Moving forward
Improve communication	Having a standup each day	Not as many issues were made known in the standup	Made specific communication requirements part of the team agreement	The team was unclear about what counted as issues and roadblocks	Perhaps some examples for the team to reference when thinking about issues	Scrum Master Tony update the agreement to include a template of what the team should think about for the standups.
Clarify documentation process	New team members with the right expertise	The team missed an opportunity to clarify that documents should be in a narrative format	Get specific requirements from each team member on what documentation is expected	The team did not have any guidance on what the documentation should look like	A standardized way of communicating and documentation	Andrea and Julius will work together to produce a template
Encourage participation	The time of the meetings made sense for everyone	People were often uninterested in sharing what they needed	Coach team on what happens when participation in standups is missing		Scrum Master Tony kicks off each meeting with a reminder of the importance of participation and accountability	