

## Create Miro Board (Time: 5 Minutes)

**Facilitator's Role:** The team lead or a designated person will set this up before the meeting.

1. **Log in to Miro:** Go to [miro.com](https://miro.com) and log into your free education plan account.
2. **Create a New Board:** Click "Create new board." Name it clearly, e.g., "Event App - Sprint 3 Retrospective."
3. **Set Up the Framework:**
  - Select the **Timer** from the toolbar on the left and set it for 10 minutes. (You'll use this later).
  - Select the **Sticky Note** tool. Create a title at the top: "**Sprint Retrospective: Event App**".
  - Below the title, create three columns using the **Text** tool or by dragging sticky note headers:
    - **Start Doing**
    - **Stop Doing**
    - **Continue Doing**
  - Use the **Shape** tool to draw a vertical line between each column for clarity.
4. **Add Instructions:** In a clear spot on the board, add a text box with the following instructions for participants:
  - **Individual Reflection (10 min):**
    - **START DOING:** New practices, ideas, or behaviors we should adopt.
    - **STOP DOING:** Existing practices or behaviors that are hindering our progress.
    - **CONTINUE DOING:** What is working well and we should keep doing.
  - **Be specific and concise!** (e.g., Instead of "better code," write "Daily code reviews before merging").

**Pro-Tip:** Enable "Anonymous mode" (under the board menu) during the reflection phase to encourage honest feedback.

## Phase 2: Individual Reflection (Time: 10 Minutes)

**Facilitator's Role:** Guide the team through the process and keep time.

1. **Share the Board:** Click the "Share" button in the top-right corner and set the access to "Anyone with the link can **Edit**." Send the link to all team members.
2. **Explain the Goal:** "Welcome, everyone. Over the next 10 minutes, we'll individually reflect on our last sprint. Please add your thoughts to the three columns on the Miro board. Focus on the *Event App* project. Be honest and constructive."
3. **Start the Timer:** Activate the 10-minute timer on the board so everyone can see it.
4. **Team Activity:** Each team member (including the facilitator) adds their own sticky notes to the respective columns. They can use different colors if they wish.
  - **Sample Insights (for inspiration):**
    - **START:** "Daily 15-minute code reviews," "Try pair programming on complex features," "Create a shared UX component library."
    - **STOP:** "Last-minute merges right before deployment," "Skipping documentation for API endpoints," "Having meetings without a clear agenda."
    - **CONTINUE:** "Our daily 15-minute stand-ups are effective," "Writing tests before code (TDD) is paying off," "The new notification feature is well-received in testing."

## Phase 3: Group Discussion & Voting (Time: 10 Minutes)

**Facilitator's Role:** Lead the discussion, ensure everyone's voice is heard, and drive toward actionable outcomes.

1. **Review and Cluster (3 mins):** Quickly scan each column as a group. If you see duplicate or similar ideas, drag the sticky notes together to form clusters. This helps identify common themes.
2. **Dot Voting (3 mins):**
  - Explain the rule: "Each person has 3 dot votes (use the **Voting** tool in the toolbar). Place your dots on the sticky notes you believe are the **highest priority** for us to address in the next sprint."
  - Give the team a minute to vote silently.
3. **Discuss Top-Voted Items (4 mins):**
  - Focus the discussion on the items with the most votes.
  - For "**Stop**" and "**Start**" items, ask "Why?" and "What's the impact?"
  - For "**Continue**" items, acknowledge the success and discuss how to ensure it keeps happening.

- **Example Discussion:**

- *Facilitator*: "The 'Last-minute merges' note in 'Stop' has the most votes. What happened?"
- *Developer*: "We were rushing to meet the deadline and it caused a bug that took hours to fix."
- *Facilitator*: "So, to prevent this, one of the 'Start' items is 'Daily code reviews.' Can we commit to making this a rule for the next sprint?"

#### **Phase 4: Create Action Items (Time: Integrated into Discussion)**

This is the most critical output. It must be clear and assigned.

1. **Create an Action Item Section:** Draw a box or create a new area on the board titled "**Action Items for Next Sprint**."
2. **Formulate Actions:** Based on the top-voted "Start" and "Stop" items, create specific, actionable tasks.
  - **Bad Action Item**: "Do better code reviews."
  - **Good Action Item**: "**Implement a 'No merge without review' rule. John will create a PR checklist by tomorrow.**"
3. **Assign Owners:** Every action item must have a single owner. Use the **Text** tool or assign a sticky note color to the owner.
4. **Summarize & Close:** "Okay, team. Our main action items are: (1) John will create the PR checklist, and (2) we will all commit to the daily stand-up format. Let's focus on these in the next sprint. Thanks for the great feedback!"