

[MUSIC] Hi it's great to see you again. In this lesson, you will learn how to hold a retrospective with your team. A retrospective is a timeboxed event, which lasts for up to three hours for a one month long Sprint. Its purpose is to review lessons learned and commit to actionable items in the next Sprint. Lessons learned are facilitated by asking three questions, what went well, what we could improve on and what we will commit to in the next Sprint. For a typical Sprint of 2 weeks, you need to multiply 45 minutes by 2 weeks to arrive at the duration of your retrospective. For a 2 week long Sprint you should arrive at a 1.5 hour number. Retrospectives are my favorite part of working with scrum teams. It's fascinating to see a collaborative effort and drive to becoming better and more efficient. A retrospective is a private event for the scrum team, including product owner development team and the scrum master. In the spirit of trust and openness, other stakeholders should not participate in this session. There are many variations of structuring a retrospective. They all aim to get to the common goal of identifying things that went well, something that needs improvement and having a list of action items for the next Sprint. To facilitate the session, I like to use a poster outlining six categories. Start doing, continue doing, stop doing, shout-outs, actions and teamwork quadrants.

- 1:40 Start doing is a category where the team identifies items they were not doing in the last Sprint or in other words, things that the team believes will improve the quality of work.
- 1:52 Continue doing is a category that outlines things that went well, the team agrees to continue to do.
- 1:59 Stop doing is the category where the team describes the things that did not work or hindered value delivery. Shout outs is the category where the team recognizes anyone who went above and beyond. One of my teams was very fond of recognizing support and teamwork so they made it a point to give a team member of the Sprint award at each retrospective.
- 2:22 Actions is a list of items the team is committing to do in the next Sprint. To give you a few examples, this can be switching to a different chat solution, better time management process, or focus on cultivating courage by calling out things that are behind schedule during daily scrum meetings.
- 2:41 The teamwork quadrant is a visual way to gauge how the team feels about team collaboration and dynamics.
- 2:49 Experiment with templates and ask your team for suggestions on how to make a retrospective more fun for them. In the next lesson, we will review the key concepts of this module. Thanks for watching.