

Sprint Retrospective Guide

Attendees: The Scrum Team, including shared resources if they've been working on the Team in the Sprint

Duration: 1–3 hours, depending on Sprint length

Frequency: Once per Sprint, this is the last event in the Sprint

Objective: Inspect and Adapt the Team's processes; select items for focused improvement

Topics covered:

- Inspect how the last Sprint went in regard to people, relationships, collaboration, processes, and tools.
- Create an ordered list of major items that went well and those that could be improved.
- Create a plan for implementing selected improvements to how the team works.

The Scrum Master ensures the event takes place and is well-facilitated. Scrum Master also ensures the timebox is adhered to. As the process owner, the Scrum Master is an active participant in the event.