

Sample Retrospective Meeting Agenda

Intro, review of ground rules and agenda	PM
What features did we commit to complete this iteration?	Team
Which features did we actually complete?	Team
Any additional features we completed?	Team
What happened to those features we didn't complete?	Team
Demo the working code	Team Member
What feedback do we have about this product?	Product Owner
How does the feedback affect our backlog and goals for next iteration?	Product Owner
What did we learn from the metrics, and what additional metrics should we add?	Team
What worked well for us this iteration? What didn't?	Team
What recommendations do you have?	Team
Which recommendations should we act on, and how do we measure success?	Team
What decisions have we made today?	Team
Close: empty parking lot, action items, next steps	PM