## Retrospective: Project Name Date

Owner: Collaborators:					
	<b>y</b> ary of the project, could be s, Sponsors/Stakeholders,		'l or just point	to a project	
Project Status:					
Project Goals and Objectives:					
Duration of project:					
Team:					
Link to Project Doc(s)					
Methodology:					
Project Resources:					
Lessons Learned Things that went well •					
<ul> <li>Things that need improvement:</li> <li>•</li> <li>•</li> </ul>					
Where we got lucky:  • •					
Action Items					
What actions should we take as a result of our lessons learned?					
Action Item		Type [tool, process, team]	Owner	Links	
		<u> </u>			

## **Future Considerations**

What would we recommend future projects of a similar nature mitigate or design contingency plans for?

Risk	Type [technical, process, team, schedule]	Contact	Link(s)

<b>Optiona</b>	al Si	upp	ort	ing	Materials	and	Notes

Retrospective Meeting Notes	
Date:	
Owner:	
Attendees:	
Agenda:	
Notes:	