**FIRST RETROSPECTIVE REPORT**

***Stop***

We should stop assigning work that consumes time beyond office hours because this iteratively exhausts team members and reduces the productivity in long run.

***Less***

We should reduce the timings on call because we are getting less time to work.

***Keep***

We should keep on having short daily meetings.

***More***

Focus the communication between team members over chat.

If someone gets stuck over a task, then inform the others after a threshold to arrange help quickly.

***Start***

A social interaction meeting with colleagues as it releases the stress, makes us happy and motivates team members.