**FIRST RETROSPECTIVE REPORT**

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| ***Stop*** | ***Less*** | ***Keep*** | ***More*** | ***Start*** |
| We should stop assigning work that consumes time beyond office hours because this iteratively exhausts team members and reduces the productivity in long run. | We should reduce the number of meetings in a day because we are getting less time to work. | We should keep on having short daily meetings. | Focus the communication between team members in face-to-face meeting times rather than via chat. | A social interaction meeting with colleagues as it releases the stress, makes us happy and motivates team members. |
|  |  |  | If someone gets stuck over a task, then inform the others after a threshold to arrange help quickly. |  |

**SECOND RETROSPECTIVE REPORT**

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| ***Stop*** | ***Less*** | ***Keep*** | ***More*** | ***Start*** |
|  | Ask other members for start our work. | We should keep on having short daily meetings. | We have to work longer on our problems with project before asking other members for help. |  |
|  |  | Continue to use via chat communication only when we aren’t able to see each other face-to-face or via call. |  |  |