**<Technical Team>**

**Meeting Minutes**

|  |  |  |
| --- | --- | --- |
| **Meeting Name** | **Retrospective** | |
| **Date** |  | |
| **Time** |  | |
| **Purpose** |  | |
| **Expected outcomes** |  | |
| **Invitees**  [ ] absent  [X] present | [ ] Team Member Name  [ ] Team Member Name  [ ] Team Member Name  [ ] Team Member Name | [ ] Team Member Name  [ ] Team Member Name |
| **Cc:** |  | |

1. **What we want to keep in our process:**
2. **What we want to change with our process:**
3. **What we want to try in our process:**

**Action Items**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Nbr** | **Status** | **Item** | **Owner** | **Date Due** |
| 1 | NEW | Status may be NEW, IN PROGRESS, DONE, ON HOLD; whatever your team wants to use |  |  |
| 2 | NEW |  |  |  |
| 3 | NEW |  |  |  |
| 4 | NEW |  |  |  |
| 5 | NEW |  |  |  |
| 6 | NEW |  |  |  |