

## **Overarching Questions**

How do users use RetroQuest to lead the team retrospective meeting? What frustrations are there?

## **Questions**

### **Warm-up Questions**

- Could you tell us about what you do at FordLabs and your daily routine?
- What do you do before, during & after meeting last time?

### **Before meeting**

- What do you prepare before this meeting? (things by using RetroQuest and things not related to RetroQuest)
  - Tools besides of RetroQuest you used?
  - Communication prior to the meeting (who? what about?)
  - What things do you decide to put in and not put in?
- What do you wish to have that can better prepare you for this meeting? Do you feel what you prepared is sufficient?

### **During the meeting**

- Show/tell us about the last time you used Retrospect to lead the meeting?(If s/he already showed us, ask what's the difference comparing to last week's meeting?)
  - Flow of meeting
  - Other tools/devices used
  - Other documents referred
  - How many cards were generated / closed
  - How many action items generated / closed
  - How did you maintain the board during the meeting? (is everyone allowed to add cards by themselves?)
  - How did the board guide your meeting?
  - What do you learn from this sprint?
  - Different take-aways of team lead & team member?
- What difficulties do you have while managing the board during the meeting?
- How do you decide when to delete the card or close the card?
- How do you handle duplicate cards?
- Tell us about a situation when RetroQuest didn't satisfy your needs?
  - What other tools did you use?
- What sort of disputes/conflict/disagreements take place in the meeting?
- What are the functionalities you commonly use and what are the ones you barely use?

### **After the meeting**

- What things you do after the meeting?
- How often do you go back to Retrospect after the meeting?
- What devices do you use to view RetroQuest?
- What do you do if the meeting has ended, and a new action item is discovered that must be addressed before the next meeting.

- Have you always submitted feedback when you thought of it?
- Tell us about the last feedback you provided.
  - Was it addressed? What were the consequences of the feature in question?
- Looking back to other scrum masters you've had, how do you think the different personalities of scrum masters influence the flow or efficiency of the meeting?

#### **Other meetings**

- Do you lead other meetings?
- Does the team use the tool in other meetings?
  - How do these meetings differ?
  - Why do these meetings happen?
- In what way does the retrospective tool structure the meeting?
- How the person act differently during the meeting by using different tools?

#### **Do you work with other teams using RetroQuest?**