A retrospective is a meeting held at the end of a sprint or iteration. The retrospective is run and facilitated by the scrum master which is me for this week. It is like a scrum meeting were the team is evaluating what has happened in the last iteration and what they are planning on doing next. Each member must be allowed to speak about what happened. They should not be interrupted. All issues should be talked about here. The team must speak about the problems and come up with the solutions together. It should take around an hour and the whole team , scrum master and product owner should all be attend. This should be a meeting where honest feedback is given and the members feel comfortable giving their feedback. There is no decision maker, the decisions are made by the team together. The team will decide what was well done and what will need improved. This is the main reason for it to identify areas that need improvement. It is important that it is a calm meeting and everyone understands what to do. It should be simple and it should be focused on the problems and what worked well.

During the retrospective the team will reflect on what happened throughout the last iteration and they will decide what they will do for going forward for the next sprint. The scrum master make it clear for everyone what is going on. They must guide the members through the meeting. It must be clear what the people in the meeting are doing. Must encourage the team to come up with solutions. They must help the meeting by making it run smoothly and sorting out any problems in the meeting along with keeping the meeting relevant and telling the team members what to talk about. They must invites the right people, explain the goals and requirements and be the point of contact during the meeting.

The product owner will be at the meeting to strengthen the relationship between them and the scrum team , it will also allow them to give feedback to the project.

The teams members will just be explain the work they done and what they plan on doing next. They will say what went well and what will need improved ad what they think will happen for the next part of the project.