**Retrospective Outline**

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| **Team** |  | **Date** |  | **Sprint** |  |

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| 1. **Set the Stage** | Timebox | min |
| Method: | | |
| Rate the method from 1 (bad) to 5 (great): 1 2 3 4 5 | | |

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| 1. **Gather Data** | Timebox | min |
| Method: | | |
| Rate the method from 1 (bad) to 5 (great): 1 2 3 4 5 | | |

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| 1. **Generate Insights** | Timebox | min |
| Method: | | |
| Rate the method from 1 (bad) to 5 (great): 1 2 3 4 5 | | |

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| 1. **Decide What to Do** | Timebox | min |
| Method: | | |
| Rate the method from 1 (bad) to 5 (great): 1 2 3 4 5 | | |

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| 1. **Close the Retrospective** | Timebox | min |
| Method: | | |
| Rate the method from 1 (bad) to 5 (great): 1 2 3 4 5 | | |

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| Rate the overall Retrospective from 1 (bad) to 5 (great): 1 2 3 4 5 | | |