# TIPS FOR A SUCCESSFUL SPRINT RETROSPECTIVE

Sprint retrospectives usually happen after the Sprint Review and before the next Sprint Planning. They help a Scrum team review its process and identify opportunities to improve it.  
  
As defined by *The Scrum Guide*, the purpose of the sprint retrospective is to:

* Inspecthow the last sprint went with regards to people, relationships, process, and tools.
* Identify and order the major items that went well and potential improvements.
* Create a plan to improve the way the Scrum team does its work.

The Scrum Master ensures that the meeting is positive and productive, however, the Sprint Retrospective is a team responsibility.

1. APPRECIATIONS

Thank the team and team members for all the effort they put into the last Sprint.

1. QUESTIONS

Give the team the chance to ask questions and clarification on items they are not sure about such as role or technical and functional processes.

1. SO, WHAT DIDN’T WORK SO WELL?

These "risks" might be something really serious that puts the whole project in danger and, thus, they need urgent attention. But it could also be something more specific that it's making someone uncomfortable and probably preventing that person from doing the best possible job. 

The goal of this section is to let your team express their feelings and not keep that "bomb" with them. Together, the team can find the best solution and make sure the project is truly successful.

1. COMMUNICATION  
   Is/was our communication with the Product Owner and stakeholders adequate?

* Did we get all the information we wanted? Or do we need to ask more?

1. ROOM FOR IMPROVEMENTS

What suggestions do you have to make this project even greater? What do you think we may be doing wrong that can be addressed in a better way and improve our current processes? As leaders, we are experienced but we don't have all the answers. So, who better than the people in the field to identify improvement opportunities?

* Presentation? Product? Team dynamic?

1. DISCUSSION

The product owner leads the discussion on the status of the current project.

1. BACKLOG MAINTENANCE

Because of the discussions and interactions in both the sprint review and retrospective meetings, there should be adds, changes, and deletes made to the product backlog. Any new additions to the product backlog will usually be high priority items to be done in the next sprint. They may be items that were supposed to be completed during the last sprint but for some reason were not, or some may be labeled as nonfunctional meaning that the work is essential for the well-being of the overall project’s success but will not lead directly to a new product or service.

* Always check (will change as we go)

1. ACTION ITEMS

Then, we should create practical and efficient "actions." This should be posted in the middle section of the chart, and then assign a person responsible for each action item. Remember that the key is to vote on the cards with the actions that we think we should proceed with.

This is a great strategy to fully and comprehensively reflect on the past and move towards the future. It involves extensive teamwork and dynamism so our team can think about retrospectives as a session to brainstorm changes for progress. 

Also, by writing thoughts down and working together, participants will be more comfortable providing ideas for how to improve the Sprint rather than feeling as if they are criticizing past ideas.

* Bulleted ideas 🡪 what’s next based on this retrospective?
* What we owe 🡪 bulleted list, what we thought went well, what didn’t, what we might do differently, what the next moves are, something to understand where we’re working with next
  + Word document or put in the email