# Opening of the sprint retrospective meeting:

1. the Sprint retrospective inspect-and-adapt activity performed at the end of every sprint where the team review its process and to identify opportunities to improve it.

2. The Rules:

* No suggestion or comment is wrong or stupid.
* To Save Time, the first part is for listening only, discussion will be kept for after the voting.
* The action items are public but the discussion stay private.

3. who are the participants

4. Not repeating the agenda, as they already have it

5. for this meeting **I will Record the results**

Agenda:

1. Scrum master kicks off and reminds every one of the rules.
2. Short review of the previous retrospective Action items and the team status in applying them
3. Each team member shares the Start/Stop/Continue items he collected – no discussion yet.
4. Team priorities by voting the list of items.
5. The team analyses, by order of priority, the items and create/commit to action items.
6. Once the time boxed for the meeting is over the team collect the items and action items into a report.