

Let's Meet

The Retro(spective)
What is it & what is it NOT



The purpose of the Retrospective

IT IS

- Find things that go well
- Find things to improve
- Getting things done
 - ⇒ improve your team
 - ⇒ keep the motivation
 - ⇒ have fun

IT IS NOT

- Vent some steam
- Blame game
- For others than the team itself

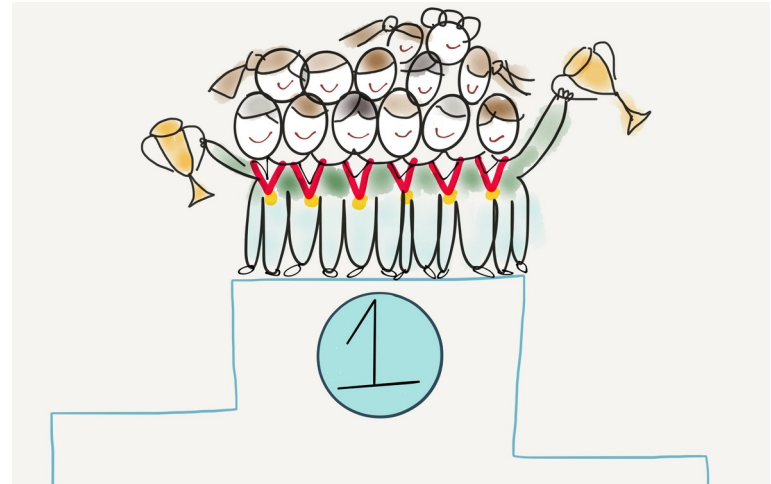


Outcome

- Prioritized List with action points (SMART)
- With deadline
- With responsible driver & shotgun partner

⇒ improved, stable, motivated, self organized and high performing team

- **Specific**
- **Measurable**
- **Achievable**
- **Relevant**
- **Time bound**



source: <http://marisamatatarese.com/onewebstatic/b7349a9b5b-High%20performing%20teams%20edited1.png>

Preparation (is everything)

- Find a spot (meeting room) for the team alone
- Set the stage (5 min)
 - Embrace a positive spirit
 - Don't make it personal
 - don't take it personal
 - Listen with open mind
 - everyone's experience is valid
 - SET the discussion boundaries (not too far back)
 - Encourage the team to embrace an improvement mindset (no blaming)



Findings

What went well (~10 min)

- Collect everything that went well
- Write on cards
- Put it on a board/wall
- very visible

What can be improved (10-15 min)

- Collect everything that can be improved
- Write on cards
- Put on a separate section of a board/wall
- visible and easily movable



source: http://2.bp.blogspot.com/_Qu15clDr-IM/S6jFjhOZJT/AAAAAAAAAEVU/r2xsBIACD8s/s320/leprechaun-gold.jpg

Organize

Cluster the issues (5-10 min)

- put everything which is related to a cluster/spot
- when in two clusters copy the card

Separate according occurrence (5-10 min)

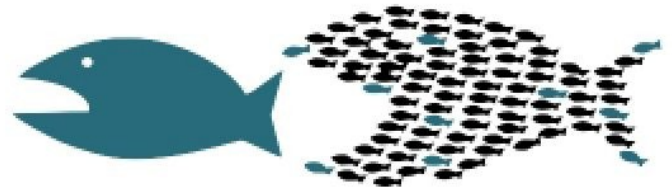
- Find out if it is an **intrinsic** team internal issue
- Or if it is an **extrinsic** issue

Prioritize (5-10 min)

- NO two issues are at the same level!



Don't panic,



ORGANIZE !

Action

Elaborate Actions (10-20 min)

- Take for each category (in-/external) the **3 topmost** issues
- Work out **measures** and **solution suggestions**

Assign drivers (5 min)

- Responsible drivers and shotgun partners
- Self organized, must be voluntarily



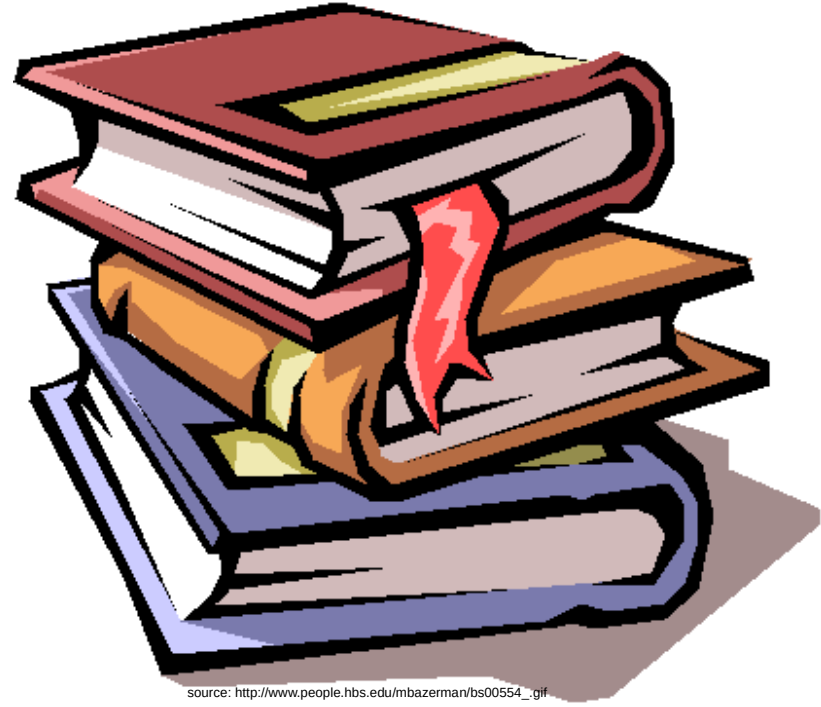
I will effectively
communicate with others.

I will effectively
communicate with others.

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communicate with others.

References

- <https://www.scruminc.com>
- <https://www.visual-paradigm.com>
- <https://www.mountangoatsoftware.com>
- <https://www.atlassian.com>
- <https://www.agilealliance.org>



source: http://www.people.hbs.edu/mbazerman/bs00554_.gif