AgileMastery
A practical approach to agile working.

Five steps to creating your retrospective

Set the stage

- Welcome everyone.
- Create a safe space (Honesty is required, no blame culture).
- Set a small fun activity to get people engaged early.
- Get people to talk in the first 5 minutes to help increase interaction in your retro.
- Gain a feel of the teams mood before starting your retro.
- Set a time box for this stage

Gather Data

- Time to help people remember and create a shared view of information.
- Think in advanced if you want to focus on a theme for the retro (communication, trust, fun, waste).
- Create a template to gather data in advance.
- Encourage participation but don't force it.
- Set a time box for this stage.

Generate Insights

- Get the data into groups or themes.
- Review the data as a group.
- Discuss why did these things happen.
- Ask what else could have happened.
- Identify any patterns.
- Ensuring everyone gets their chance to speak.
- Set a time box for this stage.

Decide what to do

- Ask everyone to vote on the group or theme they would like to see an action for (3 votes each).
- Discuss the actions together.
- Create achievable actions to complete in the next sprint (max 3).
- Ensure each action has an owner.
- Set a time box for this stage.

Close the retro

- Thank everyone for attending the retrospective.
- Remind action owners they are responsible to complete their actions before the next retrospective.
- Ask people to rate the retro to help you learn how to improve for future retrospectives.