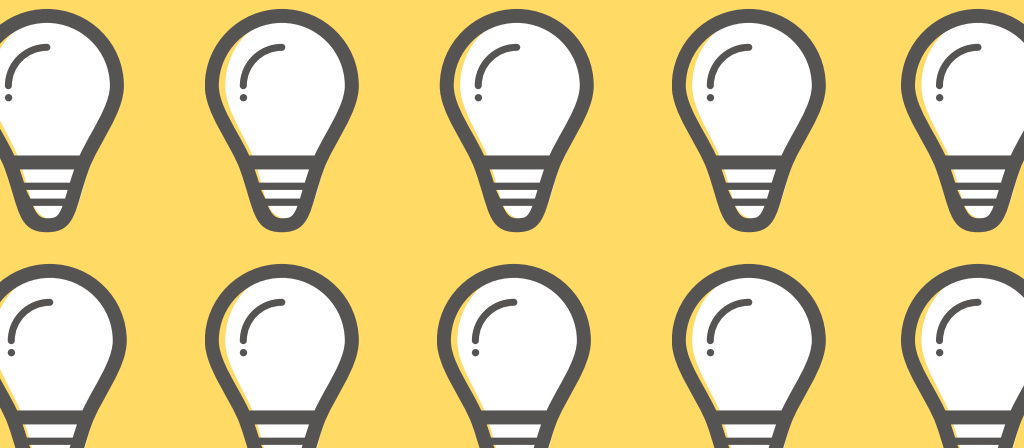




RETROSPECTIVES

TOP 10 TIPS



Made
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Copenhagen

[HTTPS://REETRO.IO](https://reetro.io)



PREPARATION

You should set the stage so every member of the team feels comfortable.

- Send a Retrospective reminder
- Book a meeting room
- Think about the retrospective meeting agenda
- Check action items from previous retro meeting

KEEP IT SIMPLE



Keep your Retrospectives simple

- Discuss the things that matters
- Identify small, incremental changes that can lead to larger waves of improvement



**DON'T PUT
THEM OFF**

Retrospectives all too often get canceled

- Never skip or cancel your retrospectives
- Always run your retrospectives at the end of each sprint
- If you are using kanban, it is important to decide how often you will do retrospectives and keep to that schedule



**VARY YOUR
METHODS**

Experiment with different formats

- Try to use different formats for your retrospectives
- Ask your team members to suggest different ideas
- Feel free to define your own formats

GENERATE INSIGHTS & ACTION ITEMS



Think about what has happened in last few weeks

- Dive deeper into the events that happened in your last sprint and uncover the root cause of why certain things happened
- Then find options for a possible solution
- Define those options as actions items

RECAP PREVIOUS ACTION ITEMS



Review your previous action items

- If there were action items that came out of the last retrospective, it is important to recap these actions
- Ask the responsible persons for status
- Take necessary actions if things are not accelerating

ACCOUNTABILITY



Make each person accountable

- Each and every person in the team should be accountable towards the sprint or common team goals
- If somethings are not able to move. Ask the team members to find the root cause



**BE OBSESSED
WITH
IMPROVEMENT**

Be obsessed about improving

- In every retrospective discuss what happened, analyze the way team worked together, identify how it might have been improved and then make plans to implement those improvements in the next sprint.
- In the end, the goal of a retrospective meeting is to identify small, incremental changes that can lead to larger waves of improvement

VALUE EVERYONE'S OPINIONS



Listen to everyone

Facilitator must ensure that the team values the inputs of everyone. No mud slinging, finger pointing or blame games should be tolerated.

One way to increase collaboration is to stress on the positives and commend on accomplishments of team members.

WHAT'S NEXT



ALways think about future Retrospectives

- By the end of each retrospective make a plan for then next one
- Set date, time, location and meeting agenda
- Make the action points which you want to track in next meeting