

Sprint Retrospective Template

PROJECT NAME

DATE

LOGISTICS

Where?

Do you want to do it live (in person or over a call)? Or Do you want to do it asynchronously (over an email chain)?

When?

Are you able to meet at the end of your sprint?

Timebox?

How much time will you need to seriously inspect your ways of working?

MEETING FORMAT

Improve Processes

Inspect and adapt your processes, tools, and ways of working together.

Modify Process

Will you do the retrospective together or asynchronously?

How will you ensure the actions will carry over into your next sprint?

How will you ensure you are continuously improving the trust you and your team have with one another?

RETRO

Did you achieve your meeting goal?

What is one thing you can improve for the next meeting?