



Goal or output:

Find at least three impediments and solutions (inspect and adapt the process to allow an Agile team to incrementally improve the development process)

Time box: 1.5 hours (2-week Sprint) - this is the last meeting of each Sprint

Tips

- ☐ Gather individual feedback on post-its or white board in short time-box
- ☐ Balance positive and negative feedback from everyone
- ☐ Review what went well and what did not during the last Sprint
- ☐ Collect ideas to improve the situations or remove impediments
- ☐ Prioritize impediments and solutions
- ☐ Select the most important items to be solved in the next sprint
- ☐ Start to improve yourself

Rules	<input type="checkbox"/> Time-box: 1.5 hours for two-week Sprint, proportionally less for shorter Sprints <input type="checkbox"/> Find out at least 3 impediments and how to solve them for the next sprint <input type="checkbox"/> Each retrospective the Scrum Team plans the way to increase the quality by updating the DoD
Tip/Tricks for SM	<input type="checkbox"/> Control the meeting with time-boxed <input type="checkbox"/> Ask Questions, so that the team can reflect <input type="checkbox"/> Balance + and - feedback from everyone <input type="checkbox"/> Ensure all team members will participate <input type="checkbox"/> Support the Team to find the root cause, eg. use the 5-Whys <input type="checkbox"/> Create an action plan <input type="checkbox"/> Focus on solutions and improvements <input type="checkbox"/> Do not blame on others <input type="checkbox"/> Find your own problems
Common mistakes	1 Focusing on tools instead of the process 2 Team members not telling the truth 3 No actions being identified and taken to solve issues 4 No good work being highlighted 5 Blaming People 6 Accept the status quo 7 Skip this meeting

A possible timeable for a 2-week Sprint retrospective

Set the stage	5%	6 min
Gather data	30-50%	40 min
Generate insights (Why)	20-30%	25 min
Decide what to do	15-20%	20 min
Close the retrospective	10%	12 min
Shuffle time	10-15%	17 min