[](https://www.smartsheet.com/try-it?trp=12151&utm_source=template-word&utm_medium=content&utm_campaign=Sample+Agile+Retrospective+DAKI+Template-word-12151&lpa=Sample+Agile+Retrospective+DAKI+Template+word+12151)**Agile Retrospective DAKI (Drop, Add, Keep,   
Improve) Template Example**

**Drop**

**Unnecessary Meetings:**

Eliminate redundant meetings to free up more time for development.

**Manual Testing:**

Discontinue reliance on manual testing in favor of automated testing tools.

**Scope Creep:**

Stop allowing unplanned features to be added mid-sprint, causing delays.

**Email Chains:**

Reduce lengthy email chains by using more efficient communication tools.

**Keep**

**Agile Methodologies:**

Continue using Agile methodologies to manage and streamline our sprints.

**Open Communication:**

Maintain the open communication culture that fosters transparency and collaboration.

**Team Collaboration:**

Keep up the strong team collaboration that leads to efficient problem-solving.

**Regular Retrospectives:**

Continue holding regular retrospectives to reflect on performance and identify areas for improvement.

**Add**

**Automated Testing:**

Introduce automated testing tools to enhance efficiency and accuracy.

**Customer Feedback Sessions:**

Schedule regular sessions with customers to gather feedback on the app.

**Cross-Functional Meetings:**

Implement weekly cross-functional meetings to ensure alignment between teams.

**Skill Development Workshops:**

Offer workshops for team members to learn new skills and stay updated on industry trends.

**Improve**

**Documentation:**

Enhance our documentation process to ensure clarity and avoid misunderstandings.

**Code Review Process:**

Improve the code review process to catch issues earlier and reduce technical debt.

**Deployment Pipeline:**

Optimize the deployment pipeline to minimize downtime and deployment errors.

**Resource Allocation:**

Balance resource allocation to ensure reasonable workloads and prevent burnout.

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