[](https://www.smartsheet.com/try-it?trp=12151&utm_source=template-word&utm_medium=content&utm_campaign=Blank+Agile+Sprint+Retrospective+Meeting+Agenda+Template-word-12151&lpa=Blank+Agile+Sprint+Retrospective+Meeting+Agenda+Template+word+12151)**Agile Sprint Retrospective Meeting   
Agenda Template**

Icon

Description automatically generated

1. WELCOME

Enter participants, ground rules, a safety/mood check activity, and an icebreaker.

PARTICIPANTS

|  |
| --- |
|  |

|  |  |
| --- | --- |
| GROUND RULES |  |
| SAFETY /  MOOD CHECK |  |
| ICEBREAKER |  |

1. REVIEW

List the objective sources of data about the project that you will use. If you are using a specific format, list it here along with the supplies you will need. Write down any questions specific to the team or the work that you want to ask.

|  |  |
| --- | --- |
| OBJECTIVE SOURCES OF DATA |  |
| FORMAT AND SUPPLIES |  |
| QUESTIONS |  |

1. BRAINSTORM

Describe your plan to encourage participation from everyone and generate new ideas.

|  |
| --- |
|  |

1. PRIORITIZE

Write down the technique you will use to help the group identify the ideas that will have the most positive impact.

|  |
| --- |
|  |

1. ACTION PLANNING

List the steps to implement the idea, who will lead each step, and any due or target dates.

|  |  |  |
| --- | --- | --- |
| IDEA | LEAD | STEPS |
|  |  |  |
|  |  |  |
|  |  |  |

1. CLOSING

Choose a closeout activity.

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