**Agile Sprint Retrospective Meeting
Agenda Template**



1. WELCOME

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

PARTICIPANTS

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| --- | --- |
| 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.

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

1. BRAINSTORM

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

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1. PRIORITIZE

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

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1. ACTION PLANNING

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

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| --- | --- | --- |
| IDEA | LEAD | STEPS |
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1. CLOSING

Choose a closeout activity.

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