[](https://www.smartsheet.com/try-it?trp=12151&utm_source=template-word&utm_medium=content&utm_campaign=Sample%20Agile%20Sprint%20Retrospective%20Meeting%20Agenda%20Template-word-12151&lpa=Sample%20Agile%20Sprint%20Retrospective%20Meeting%20Agenda%20Template+word+12151)**Agile Sprint Retrospective Meeting   
Agenda Template Example**

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Description automatically generated

1. WELCOME

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

PARTICIPANTS

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| * Alexandra Mattson * Aviv Perez * Brian Gorman * Brooklyn Jansen * Carmen Robertson * Devon Gomez |

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| GROUND RULES | * Respect everyone's opinions and speaking time. * Focus on constructive feedback. * No blaming or finger-pointing. * Encourage participation from all members. * Keep discussions confidential within the team. |
| SAFETY /  MOOD CHECK | **Quick Roundtable:** "On a scale of one to five, how are you feeling today?" |
| ICEBREAKER | **Two Truths and a Lie:** Each participant shares three facts about themselves, two true and one false. The group then guesses which one is the lie. |

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 | * Sprint burndown chart * Velocity chart * Completed tasks and user stories * Customer feedback * Bug reports and resolution time |
| FORMAT AND SUPPLIES | * Whiteboard and markers * Sticky notes * Laptop with projector for charts * Sprint report documents |
| QUESTIONS | * What went well during this sprint? * What challenges did we face? * Were there any bottlenecks or delays? * How can we improve our processes for the next sprint? |

1. BRAINSTORM

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

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| * **Use the "Silent Brainstorming" Technique:** Each participant writes down their ideas on sticky notes silently for five minutes. Afterward, everyone shares their notes and posts them on the whiteboard. * **Rotate Facilitation Roles:** Give everyone a chance to lead discussions. |

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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| * **Dot Voting:** Each participant gets three dots (stickers) to place on the ideas they believe will have the most positive impact. The ideas with the most dots will be prioritized for action. |

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 |
| Improve the testing phase by implementing automated tests. | Alexandra Mattson | * Research and select suitable automation tools (Due: Aug 7). * Create a pilot project to test automation (Due: Aug 14). |
| Enhance the customer feedback loop. | Aviv Perez | * Develop a customer feedback form (Due: Aug 5). * Integrate feedback form into the Positive Charge app (Due: Aug 12). * Monitor feedback and compile reports (Due: Aug 19). * Review feedback in the next sprint planning meeting (Due: Aug 26). |

1. CLOSING

Choose a closeout activity.

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| * **Temperature Check:** Each participant shares one word to describe how they feel about the meeting's outcomes. * **Plus/Delta:** Each participant states one thing they liked about the meeting (+) and one thing they would like to change for next time (Δ). * **Appreciation Round:** Each participant thanks another team member for their contribution during the sprint. |

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