**Basic Agile Sprint Retrospective Template Example**

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| PROJECT NAME |  | PROJECT ID |  |
| TEAM |  | DATE |  |

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| **WHAT WENT WELL?** | **WHAT WENT POORLY?** |
| * **Team Collaboration**: The teamwork on the new user interface was seamless.
* **Charging Algorithm**: The algorithm successfully reduced wait times by 15%.
* **On-Time Delivery**: All features were completed on schedule.
* **Thumbs up signCustomer Feedback**: Customers gave positive reviews for the new logistics feature.
 | * **Server Downtime**: Multiple instances caused data sync delays.
* **Incomplete Documentation**: API documentation was lacking, causing integration issues.
* **Task Complexity**: Underestimated complexity led to delays.
* **Thumbs up signTesting Resources**: Insufficient resources led to QA bottlenecks.
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| **WHAT NEW IDEAS DO WE HAVE?** | **WHAT ACTIONS WILL WE TAKE?** |
| * **Data Analytics Dashboard**: Develop robust real-time insights.
* **User Feedback Integration**: Collect feedback directly via the app.
* **Automated Testing**: Create scripts to speed up QA.
* **Lightbulb and gearMaintenance Alerts**: Develop predictive maintenance alerts.
 | * **Increase Server Capacity**: Invest in additional capacity to reduce downtime.
* **Complete API Documentation**: Finalize and improve API documentation.
* **Revise Estimation Process**: Refine task estimation to account for complexities.
* **Checklist RTLUpgrade Testing Environment**: Enhance resources and tools for efficient testing.
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