[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12151&utm_source=template-word&utm_medium=content&utm_campaign=Sample+Basic+Agile+Sprint+Retrospective+Template-word-12151&lpa=Sample+Basic+Agile+Sprint+Retrospective+Template+word+12151)**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. |
| **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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