

Basic Agile Sprint Retrospective Template Example

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PROJECT NAME		PROJECT ID	
TEAM		DATE	

WHAT WENT WELL?

- **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.
- **Customer Feedback:** Customers gave positive reviews for the new logistics feature.



WHAT WENT POORLY?

- **Server Downtime:** Multiple instances caused data sync delays.
- **Incomplete Documentation:** API documentation was lacking, causing integration issues.
- **Task Complexity:** Underestimated complexity led to delays.
- **Testing Resources:** Insufficient resources led to QA bottlenecks.



WHAT NEW IDEAS DO WE HAVE?

- **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.
- **Maintenance Alerts:** Develop predictive maintenance alerts.



WHAT ACTIONS WILL WE TAKE?

- **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.
- **Upgrade Testing Environment:** Enhance resources and tools for efficient testing.



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