**Retrospective Meeting
Agenda Template Example**

1. Welcome

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

Participants

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| --- |
| Aviv Perez, Brian Gorman, Brooklyn Jansen, Carmen Robertson, Devon Gomez, Diana Kennedy, Everett Crosse, Fiorella Fitzgerald, Guadalupe Garcia |

|  |  |
| --- | --- |
| Ground Rules |  |
| Safety / Mood Check |  |
| Icebreaker |  |

1. Review

List what objective sources of data about the project you will use. If you are using a format, list that here and the supplies you will need. Write down any questions specific to the team or work that you want to ask.

|  |
| --- |
| * Lipgloss product launch sales numbers
* Timeline steps on-time rate
* Error redo rate
* What were our bottlenecks for this project?
* Why did our errors happen and what can we do to prevent them in the future?
* What did we do efficiently?
 |

1. Brainstorm

Describe how you plan to spur participation from everyone and spark ideas.

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| --- |
| Address each person for five minutes of feedback. |

1. Prioritize

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

|  |
| --- |
| Put all concerns addressed during the review on the board and see if there are duplicates. Tally the problem with the most issues. Vote on which issue is the most important. |

1. Action Planning

List the steps required to implement the idea, who is taking the lead on each one, and any due or target dates.

|  |
| --- |
| Aviv Perez will make sure a customer feedback form is correctly attached to delivery confirmation emails by this Monday. Brian Gorman will talk to quality control at the factory this Tuesday to make sure cap threading problem is fixed. Brooklyn Jansen will reach out to back-up gloss suppliers by Friday to prevent any supply chain delays. |

1. Closing

Choose a check-out activity.

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|  |

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