YOUR COMPANY LOGO

Note: In any table, select and delete any blue line text; then click Home→Styles and select "Table Text" to restore the cells to the default value.

Date:	*99/99/99*	Project Manager:	*Name*	Completed by:	*Name*

Retrospective Questions

What were the major events in our timeline?	*What worked well that we definitely want to do again?*
What did we observe in the flow of events?	*What did we learn that we want to do differently?*
What did we learn from the iteration/sprint metrics?	*What can we do better in reporting project status?*
What have we learned about the project as a result of each iteration/sprint?	*What recommendations are there moving forward with our next iteration/sprint?*

What Worked Well? / What Can Be Improved?

What Worked Well?	What Can Be Improved?
Team cohesiveness	*More in-depth definition of requirements*
Delivered sprints on time	*Too many stories accepted at last minute*
Customer report was well received	*Build process was slow*

What Do We Want To Try? / What Do We Still Not Know?

What Do We Want To Try?	What Do We Still Not Know?
Need to add projector in scrum meetings	*Difficult to assess value of story points assigned*
Reduce size of project team in future	*Why did the build process take so long?*
Revise method of estimating many tasks	*Optimum size of stories*