

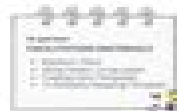
Agenda
Ready-to-use
examples make
planning easy.

✓ **Agenda**
✓ **Invite**
✓ **Planner**

Meeting Planner
Techniques for
scoping out
your meeting.

WORKSHOP SUMMARY

10 MINUTES
RETROSPECTIVE



10

RETROSPECTIVE PREPARATION



Choose a Project, Team, or Subject for Retrospective
Retrospective activities are best used at the end of a project or challenge. Choose a project or challenge that you want to reflect on, and use it as the focus for your retrospective.



Set an Objective
Before your retrospective, set a goal for the meeting. This goal should be specific, measurable, achievable, relevant, and time-bound (SMART). Examples of goals include:

- To learn from the project and improve future performance.
- To identify the team's strengths and weaknesses.
- To create a plan for improving the project.



My Objective

This guide will help identify issues, discuss objectives and challenges, find clarity your team, then use it to practice the concepts and insights.



Project/Team/Subject: _____

Objective: _____

Guiding Conversation: _____

Share & Celebrate: _____

Reflection: _____

Next Steps: _____

11

WORKSHOP PREPARATION



Set an Agenda
An agenda is a list of topics to be discussed during a meeting. It helps to organize the meeting and ensures that all topics are covered. Examples of agenda items include:

- Welcome & Introductions
- Review of the previous meeting
- Discussion of the current project
- Action items from the previous meeting
- Open floor for questions and comments



Set an Objective
Before your retrospective, set a goal for the meeting. This goal should be specific, measurable, achievable, relevant, and time-bound (SMART). Examples of goals include:

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A simple mental model to build a balanced agenda

An agenda can help provide context and set expectations. But it also has another benefit: it can help you identify the objectives for the meeting and ensure that they are the most important ones to discuss. This simple mental model helps you to build a balanced agenda that will ensure that you are addressing the most important topics during the meeting.



Step 1: Identify the topics to discuss. List the topics that you want to discuss during the meeting. This list should be specific, measurable, achievable, relevant, and time-bound (SMART). Examples of topics include:

- Review of the previous meeting
- Discussion of the current project
- Action items from the previous meeting
- Open floor for questions and comments

RETROSPECTIVE PREPARATION



Set an Agenda Identify your attendees.

Step 1: Identify the attendees. Before your retrospective, identify the people who will be attending the meeting. This list should be specific, measurable, achievable, relevant, and time-bound (SMART). Examples of attendees include:

- Project manager
- Team members
- Stakeholders

Set an Objective
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Meeting Preparation & Retrospective

Attendees: _____

Facilitator: _____

Objective: _____

Agenda: _____

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WORKSHOP PREPARATION



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Meeting Preparation & Retrospective

Attendees: _____

Facilitator: _____

Objective: _____

Agenda: _____

Small sample

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Sherri Sutton, Robert Kienzle



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