

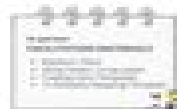
**Agenda**  
Ready-to-use  
examples make  
planning easy.

✓ **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 on a subject, team, or project that has a clear goal or objective, and a clear challenge or goal.



**Set an Objective**  
Define your purpose for the retrospective. The objective should be clear, concise, and measurable.

**My Objective**  
This guide will help identify your business objectives and challenges. First, clarify your vision. Then, use it to practice the concepts and concepts.

**Click Here**

1. What is the purpose of the retrospective?

2. What is the goal of the retrospective?

3. What is the challenge or goal of the retrospective?

## WORKSHOP PREPARATION



**Set an Agenda**

An agenda is a list of topics to be discussed during a meeting. It is a tool to help you plan your meeting and ensure that all topics are covered.

A well-thought-out agenda allows you to plan your meeting, ensure that all topics are covered, and ensure that the meeting is productive.

This guide provides guidelines that will help you plan your meeting and ensure that all topics are covered.



- 1. **Agenda**
- 2. **Agenda**
- 3. **Agenda**
- 4. **Agenda**
- 5. **Agenda**

### 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 all topics are covered.



**Step 1: Identify the topics for the meeting.** This step is the most important. It is the first step in building a balanced agenda. It is the first step in building a balanced agenda. It is the first step in building a balanced agenda.

## RETROSPECTIVE PREPARATION



**Set an Agenda Identify your attendees.**

Identify the attendees for the retrospective. This is the first step in building a balanced agenda. It is the first step in building a balanced agenda. It is the first step in building a balanced agenda.

**Identify the attendees.** This is the first step in building a balanced agenda. It is the first step in building a balanced agenda. It is the first step in building a balanced agenda.

**Meeting Preparation & Retrospective**

1. **Identify the attendees.**

2. **Identify the attendees.**

3. **Identify the attendees.**

4. **Identify the attendees.**

5. **Identify the attendees.**

## WORKSHOP PREPARATION



**Set an Agenda Identify your attendees.**

Identify the attendees for the retrospective. This is the first step in building a balanced agenda. It is the first step in building a balanced agenda. It is the first step in building a balanced agenda.

**Meeting Preparation & Retrospective**

1. **Identify the attendees.**

2. **Identify the attendees.**

3. **Identify the attendees.**

4. **Identify the attendees.**

5. **Identify the attendees.**

### Small sample

**How Message**

1. **Identify the attendees.**

2. **Identify the attendees.**

3. **Identify the attendees.**

4. **Identify the attendees.**

5. **Identify the attendees.**

## WORKSHOP PREPARATION



**A well-thought-out agenda allows you to plan your meeting, ensure that all topics are covered, and ensure that the meeting is productive.**



### Step 1: Identify the attendees.

Identify the attendees for the retrospective. This is the first step in building a balanced agenda. It is the first step in building a balanced agenda. It is the first step in building a balanced agenda.

### Step 2: Identify the attendees.

Identify the attendees for the retrospective. This is the first step in building a balanced agenda. It is the first step in building a balanced agenda. It is the first step in building a balanced agenda.



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