Retrospective template

Open it two working days before the deadline. Everyone adds notes on their own time.

Retrospective: team or project , period , date

Last time's changes

Change : done, partly or not yet , what happened

What went well

Keep doing: one item per line

What didn't go well

What slowed us down or caused rework

What we learned

Anything we'd tell another team

What to try next

Ideas for change. Each person votes for up to three

Changes we'll make (one to three)

Change · Owner: name · Check on: date

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