Retrospective

# Retro for [TEAM]

## January 1, 2024

## 10:00am – 11:00am

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| Meeting Purpose: A regular meeting to discuss what is working well, what needs improvement, and how that improvement can be brought about. |  |
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| 10:00 – 10:05 | Welcome and goals! | Team Lead |
| 10:05 – 10:20 | Hand out sticky notes to everyone and fill out for: What worked, what didn’t work, what to improve. *Space for notes* | All Members |
| 10:20 – 10:35 | Go around and discuss everyone’s ideas. Group any similar ideas. *Space for notes* | Team Lead |
| 10:35 – 10:55 | Prioritize issues by importance by voting or general agreement. *Space for notes* | All Members |
| 10:55 – 11:00 | Create an action plan and record action items! | Team Lead |