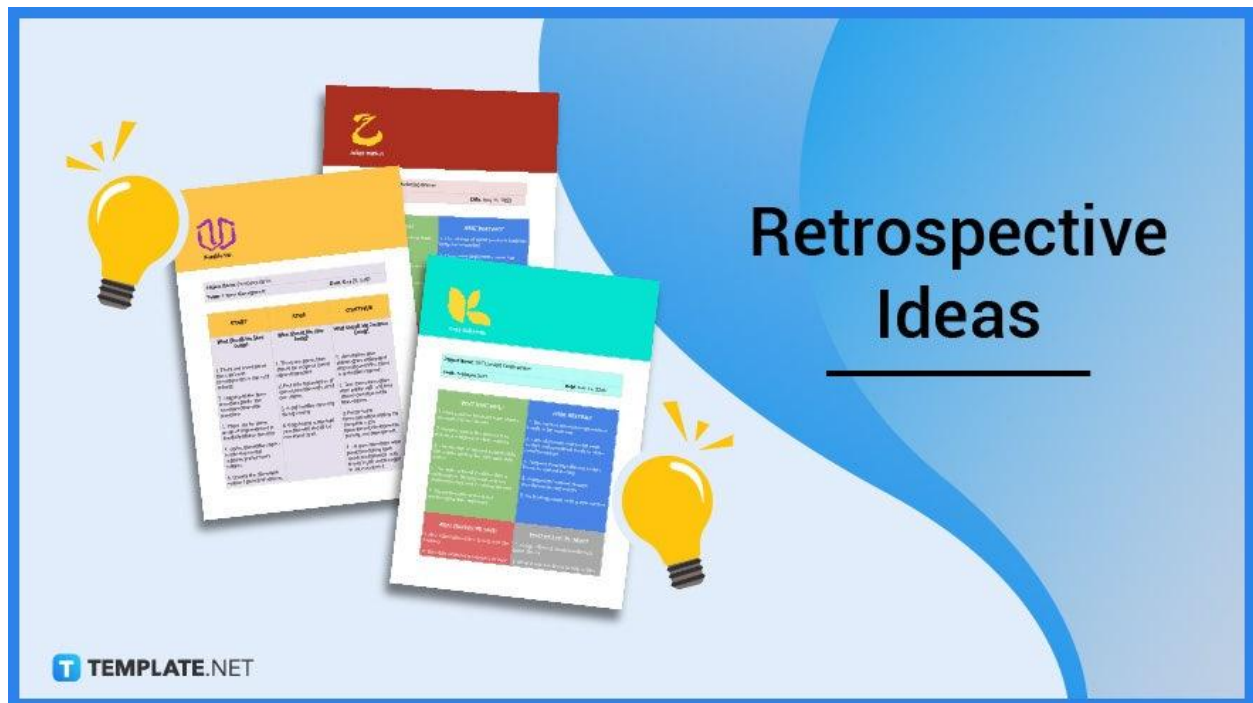


# Retrospective Ideas

Retrospective ideas and examples are crucial to help you decide on the layouts and format of your documents. Retrospective documents require a professional look and comprehensive element to ensure you delivered what you want to convey.



## Table of Content

- [IT Retrospective Ideas and Examples](#)
- [Agile Retrospective Ideas and Examples](#)
- [Meeting Retrospective Ideas and Examples](#)
- [Release Retrospective Ideas and Examples](#)
- [Incident Retrospective Ideas and Examples](#)
- [Product Retrospective Ideas and Examples](#)
- [Weekly Retrospective Ideas and Examples](#)
- [Program Retrospective Ideas and Examples](#)
- [Remote Retrospective Ideas and Examples](#)
- [Starfish Retrospective Ideas and Examples](#)
- [Sailboat Retrospective Ideas and Examples](#)
- [Retrospective Ideas FAQs](#)

# IT Retrospective Ideas and Examples

IT project retrospective ideas and examples help you develop a professional and IT-suitable document. This retrospective allows employees to look back and evaluate their IT performance and management. That way, they can create new action plans to improve IT quality.

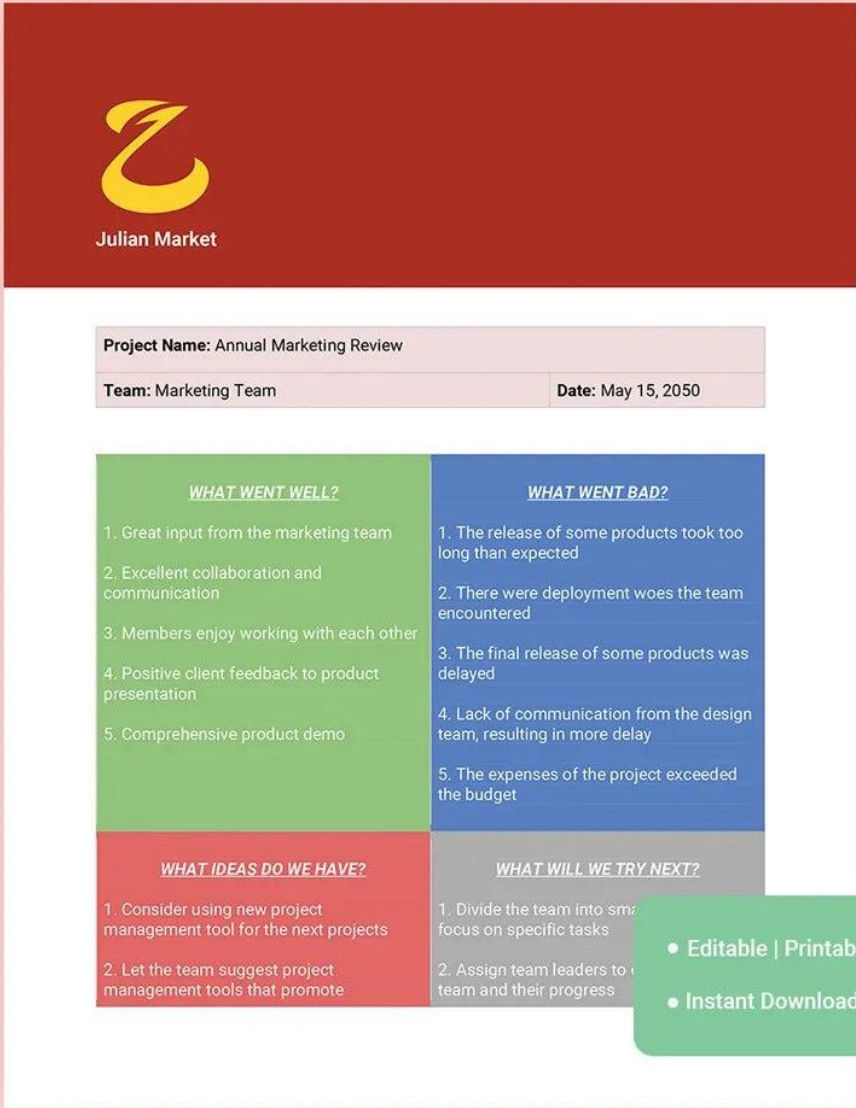


The image shows a template for an IT retrospective document. At the top, there is a dark red header with a white logo consisting of a circle with three curved lines passing through it, and the text "Owlee Lei Florals" below it. Below the header is a light pink section containing project details: "Project Name: UI/UX Upgrade", "Team: IT Department", and "Date: January 5, 2050". The main part of the template is a table with three columns: "START", "STOP", and "CONTINUE". Each column has a sub-header "What Should We Start/Stop/Continue Doing?" and a list of three items. A green call-to-action box on the right side of the table contains the text "• Editable | Printable" and "• Instant Download". At the bottom left, there are icons for Microsoft Word and a document. At the bottom right, there is a small "TEMPLATE.NET" logo.

START	STOP	CONTINUE
<b><u>What Should We Start Doing?</u></b>	<b><u>What Should We Stop Doing?</u></b>	<b><u>What Should We Continue Doing?</u></b>
1. Gather details on what needs to be improved from previous reports.	1. Passive remarks among the team members must be stopped.	1. Open communication with clients to get their feedback.
2. Divide the project into separate phases and set deadlines for each.	2. Miscommunication due to lack of team cooperation and camaraderie.	2. Post updated high-resolution images for the catalogs.
3. Finish tasks on an intended deadline so that any changes can be incorporated.	3. Increased rates of absenteeism among team members.	3. Maintain the issue tracking system and respond to customer inquiries by customer.

# Agile Retrospective Ideas and Examples

Agile methodology is crucial for a company to continuously improve company performance. [Agile retrospective](#) ideas and examples help you create retrospective documents compatible with your agile planning. With this method, you can ensure comprehensive and lucid meeting minutes.



The image shows a retrospective template for 'Julian Market'. It features a dark red header with a yellow logo and the company name. Below the header is a table with project details: 'Project Name: Annual Marketing Review', 'Team: Marketing Team', and 'Date: May 15, 2050'. The main content is a 2x2 grid of colored boxes: green for 'WHAT WENT WELL?', blue for 'WHAT WENT BAD?', red for 'WHAT IDEAS DO WE HAVE?', and grey for 'WHAT WILL WE TRY NEXT?'. Each box contains a numbered list of points. A green call-to-action button is located at the bottom right of the grid, and a footer with icons and a watermark is at the very bottom.

**Julian Market**

<b>Project Name:</b> Annual Marketing Review	
<b>Team:</b> Marketing Team	<b>Date:</b> May 15, 2050

<p><b>WHAT WENT WELL?</b></p> <ol style="list-style-type: none"><li>1. Great input from the marketing team</li><li>2. Excellent collaboration and communication</li><li>3. Members enjoy working with each other</li><li>4. Positive client feedback to product presentation</li><li>5. Comprehensive product demo</li></ol>	<p><b>WHAT WENT BAD?</b></p> <ol style="list-style-type: none"><li>1. The release of some products took too long than expected</li><li>2. There were deployment woes the team encountered</li><li>3. The final release of some products was delayed</li><li>4. Lack of communication from the design team, resulting in more delay</li><li>5. The expenses of the project exceeded the budget</li></ol>
<p><b>WHAT IDEAS DO WE HAVE?</b></p> <ol style="list-style-type: none"><li>1. Consider using new project management tool for the next projects</li><li>2. Let the team suggest project management tools that promote</li></ol>	<p><b>WHAT WILL WE TRY NEXT?</b></p> <ol style="list-style-type: none"><li>1. Divide the team into 'sm' focus on specific tasks</li><li>2. Assign team leaders to team and their progress</li></ol>

• Editable | Printable  
• Instant Download

W [Icon] [Icon] TEMPLATE.NET

# Meeting Retrospective Ideas and Examples

A [retrospective meeting](#) is an activity that occurs after an event to assess the results and sees areas for improvement. A meeting retrospective ideas and examples help you decide the appearance and layout of your papers. That way, you can avoid generating meeting retrospective documents from scratch.

**Geez Solutions**

**Project Name:** SEO Content Development

**Team:** Managed SEO **Date:** May 15, 2050

<p><b>WHAT WENT WELL?</b></p> <ol style="list-style-type: none"><li>1. More positive feedback from clients compared to last month</li><li>2. Content quality hits metrics this month, the highest in three months</li><li>3. The number of content submitted by the writers per day has increased this month</li><li>4. The team created a culture that is collaborative, helping them with the challenges they face in writing content</li><li>5. Supportive environment and encouraging team members</li></ol>	<p><b>WHAT WENT BAD?</b></p> <ol style="list-style-type: none"><li>1. The content submission procedure needs to be improved</li><li>2. Lack of communication between writers and specialists leads to a low-rated campaign</li><li>3. Frequent meetings distract writers' focus on content writing</li><li>4. Unorganized content request distribution among writers</li><li>5. No briefing before writing new content</li></ol>
<p><b>WHAT IDEAS DO WE HAVE?</b></p> <ol style="list-style-type: none"><li>1. Hire additional writers to help with the backlog</li></ol>	<p><b>WHAT WILL WE TRY?</b></p> <ol style="list-style-type: none"><li>1. Assign different niche to break the ice</li></ol>

• Editable | Printable  
• Instant Download

W [document icon]

TEMPLATE.NET

# Release Retrospective Ideas and Examples

Release retrospective ideas and examples can help you design your documents effectively. A release retrospective is a meeting after releasing a product to see the outcome of this launch. As a result, the assigned team identifies the weak areas.

**Matilde Inc.**

<b>Project Name:</b> Company Sprint		
<b>Team:</b> Project Management		<b>Date:</b> May 20, 2050

START	STOP	CONTINUE
<b><u>What Should We Start Doing?</u></b>	<b><u>What Should We Stop Doing?</u></b>	<b><u>What Should We Continue Doing?</u></b>
<ol style="list-style-type: none"><li>1. There are some areas that can be in consideration in the next release.</li><li>2. Majority of the team members prefer the naming conversion standard.</li><li>3. There can be some areas of improvement in the daily status meeting.</li><li>4. Codes should be check-in into the central repository after each release.</li><li>5. Update the client with</li></ol>	<ol style="list-style-type: none"><li>1. There are points that should be stopped for the upcoming sprint.</li><li>2. End informal practice of communication with all of our clients.</li><li>3. Avoid hurdles incurring during coding.</li><li>4. Stop hiding some bad practice and should be conveyed to all.</li></ol>	<ol style="list-style-type: none"><li>1. Destination and planning were okay and discussed with the client in a detailed manner.</li><li>2. Test cases execution went pretty well, and this should continue in the next release.</li><li>3. Better team communication during the complete cycle requirements, testing, and</li><li>4. All team</li></ol>

• Editable | Printable  
• Instant Download

W [Document Icon]

TEMPLATE.NET

# Incident Retrospective Ideas and Examples

An [incident retrospective](#) is an evaluation meeting regarding a specific incident. It helps a company prevent similar circumstances for the next projects. Incident retrospective ideas and examples are samples you can use for your meetings.

**Ashcape Networks**

**Project Name:** Incident Response  
**Team:** HR Department  
**Date:** May 20, 2050

START	STOP	CONTINUE
<b>What Should We Start Doing?</b>	<b>What Should We Stop Doing?</b>	<b>What Should We Continue Doing?</b>
<ol style="list-style-type: none"><li>1. Review security policy and perform a risk assessment before responding to any occurrences susceptible to risks</li><li>2. Identify sensitive assets and prioritize them when responding to danger at the</li></ol>	<ol style="list-style-type: none"><li>1. Don't leave monitor IT systems to identify anomalies in normal operations</li><li>2. Don't forget to determine whether an incident represents security incident</li><li>3. Don't ignore gathering</li></ol>	<ol style="list-style-type: none"><li>1. Remove malware from all affected systems and identify root causes of attack</li><li>2. Take steps to prevent similar attacks in the future</li><li>3. Carefully systems ba</li></ol>

• Editable | Printable  
• Instant Download

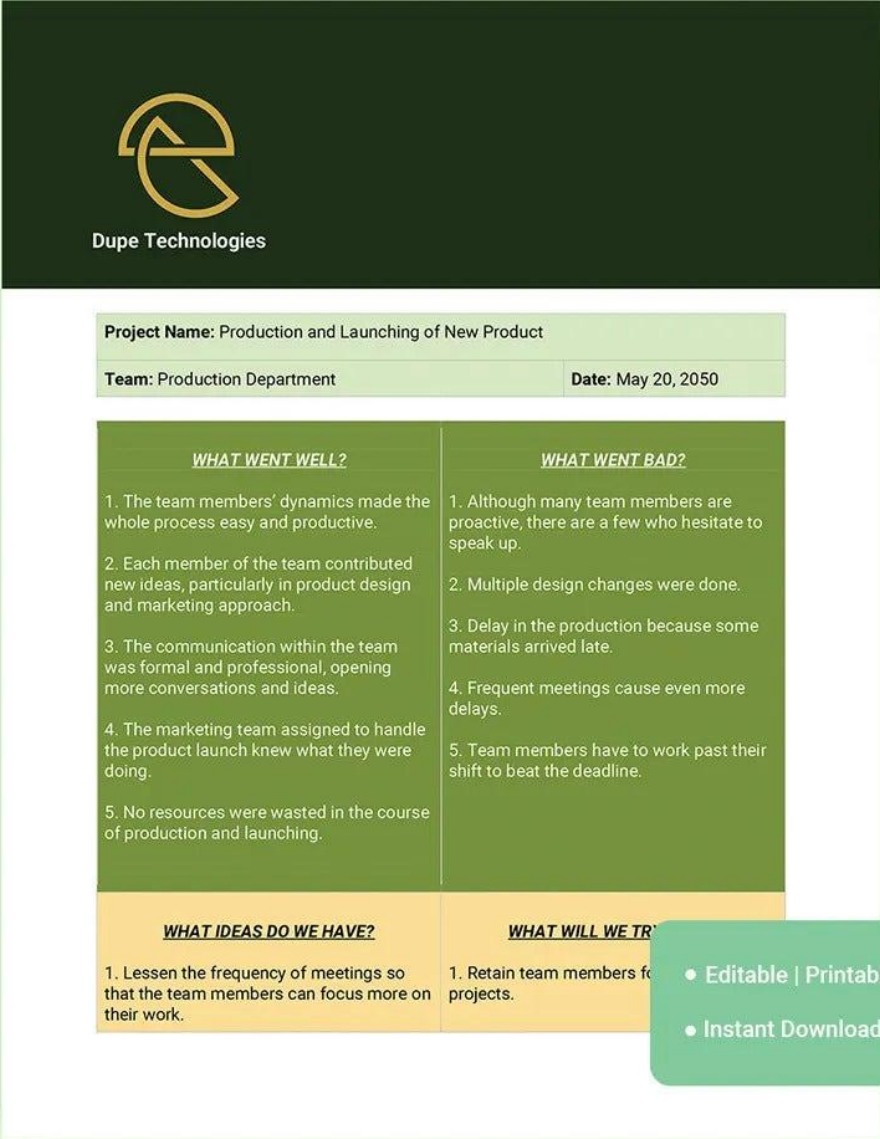
W [Document Icon]

TEMPLATE.NET



# Product Retrospective Ideas and Examples

A [product retrospective](#) is a meeting about a company product. It provides data regarding the product's contribution and benefits. Product retrospective ideas and examples assist you in choosing suitable features and elements for your documentation.



The image shows a product retrospective template for Dupe Technologies. It features a dark green header with a logo and the company name. Below the header is a table with project details: Project Name (Production and Launching of New Product), Team (Production Department), and Date (May 20, 2050). The main content is divided into four quadrants: 'WHAT WENT WELL?' (green), 'WHAT WENT BAD?' (green), 'WHAT IDEAS DO WE HAVE?' (orange), and 'WHAT WILL WE TRY?' (orange). Each quadrant contains a list of points. A green call-to-action button is located in the bottom right corner of the template area.

**Dupe Technologies**

**Project Name:** Production and Launching of New Product

**Team:** Production Department      **Date:** May 20, 2050

<i>WHAT WENT WELL?</i>	<i>WHAT WENT BAD?</i>
<ol style="list-style-type: none"><li>1. The team members' dynamics made the whole process easy and productive.</li><li>2. Each member of the team contributed new ideas, particularly in product design and marketing approach.</li><li>3. The communication within the team was formal and professional, opening more conversations and ideas.</li><li>4. The marketing team assigned to handle the product launch knew what they were doing.</li><li>5. No resources were wasted in the course of production and launching.</li></ol>	<ol style="list-style-type: none"><li>1. Although many team members are proactive, there are a few who hesitate to speak up.</li><li>2. Multiple design changes were done.</li><li>3. Delay in the production because some materials arrived late.</li><li>4. Frequent meetings cause even more delays.</li><li>5. Team members have to work past their shift to beat the deadline.</li></ol>
<i>WHAT IDEAS DO WE HAVE?</i>	<i>WHAT WILL WE TRY?</i>
<ol style="list-style-type: none"><li>1. Lessen the frequency of meetings so that the team members can focus more on their work.</li></ol>	<ol style="list-style-type: none"><li>1. Retain team members for projects.</li></ol>

• Editable | Printable  
• Instant Download

W    [Document Icon]

TEMPLATE.NET

# Weekly Retrospective Ideas and Examples

Weekly retrospective ideas and examples give you designs for developing weekly timetables and diagrams. A weekly retrospective is a weekly meeting usually for sprints to examine the results and improve them on later projects. It assists you in presenting fragile factors to the team.

**Red Lux Inc.**

**Project Name:** Individual Weekly Improvement

**Team:** Production Team **Date:** May 20, 2050

**WHAT WENT WELL?**

1. The team has improved in terms of collaboration. They shared new ideas and methods to get things done.
2. Some of the employees who were not vocal about their ideas, shared their thoughts about certain topics.
3. A lot of tenured employees are encouraging new employees to shine by imparting new ideas.
4. Many problems from last week were solved this week, giving the team more time to work on other things.

**WHAT WENT BAD?**

1. Some employees remain slacking when it comes to collaboration.
2. A few of the new hires are still timid to share their ideas with the bigger group.
3. Only a few team members were encouraging newbies to speak out more.

• Editable | Printable  
• Instant Download

W

TEMPLATE.NET



# Program Retrospective Ideas and Examples

A [program retrospective](#) is an activity that facilitates setbacks that hinders the company from reaching its goal. With this technique, roads for development. Program retrospective ideas and examples deliver layout recommendations that can help you create professional documents.

**FPO Enterprise**

**Project Name:** Annual Meeting Program

**Team:** Software Development Team      **Date:** April 01, 2050

<u>WHAT WENT WELL?</u>	<u>WHAT WENT BAD?</u>
<ol style="list-style-type: none"><li>1. The annual meeting program was successful and ran smoothly.</li><li>2. All team members were present during the meeting.</li><li>3. All team members were able to communicate effectively and openly to each other.</li><li>4. All team members were able to discuss and acquire important details from the project manager for the client's requirements.</li></ol>	<ol style="list-style-type: none"><li>1. There were some unnecessary topics that were discussed during the meeting.</li><li>2. Some team members would talk to each other during the meeting that caused background noises.</li><li>3. There were some instances that some team members did not pay attention to the speaker since they were looking through their phones.</li><li>4. The meeting took longer than expected time.</li></ol>

• Editable | Printable  
• Instant Download

W [Document Icon]

TEMPLATE.NET

# Remote Retrospective Ideas and Examples

Remote retrospective ideas and examples have layouts best for remote teams that have remote retrospective meetings. It helps you deliver agile lessons and support remote employees that work at various locations. This method involves video conferencing and virtual chats.

**Blitz B Solutions**

<b>Project Name:</b> Phase 1 Task - Remote Work Assessment	
<b>Team:</b> Operations Department	<b>Date:</b> May 5, 2050

<u>WHAT WENT WELL?</u>	<u>WHAT WENT BAD?</u>
1. All tasks were achieved before the deadline.	1. Some team members did not have a good internet connection, and meetings went unproductive because of it.
2. Team members were all flexible and understanding.	2. Sometimes team meetings had to be held outside of work hours to adjust to everyone's availability.
3. There was good open communication among the team members.	3. There was a slight confusion on the web design.
4. The meeting software used was apt for the team's needs.	4. Web bugs hindered the completion of the website for a while.
5. The client was grateful and satisfied with the product.	5. Some meetings were too long and it easily bores the people attending the meeting.

<u>WHAT IDEAS DO WE HAVE?</u>	<u>WHAT WILL WE TRY?</u>
1. Hold meetings for 45 minutes to 1 hour to keep the members actively engaged.	1. Do team lunches together
	2. Equip all team members


- Editable | Printable
- Instant Download

W [document icon]

TEMPLATE.NET

# Starfish Retrospective Ideas and Examples

A [starfish retrospective](#) is a retrospective that includes various factors other than the traditional what went well and not. This type of retrospective allows you to include other factors which cover wider factors. Starfish retrospective ideas and examples present designs you can use as your preferences.



The image shows a template for a starfish retrospective. At the top, there is a dark red header with a white logo consisting of two interlocking circles and a square, with the text "SCA Software Co." below it. Below the header is a white box containing the following information:

**Project Name:** T8 Software Application  
**Team:** Software Development Team      **Date:** February 01, 2050

The main part of the template is a table with five columns: MORE OF, LESS OF, START DOING, KEEP DOING, and STOP DOING. Each column contains a list of three items.

MORE OF	LESS OF	START DOING	KEEP DOING	STOP DOING
<ol style="list-style-type: none"><li>1. Celebrating success and small progress.</li><li>2. Client and/or end-user engagement.</li><li>3. Using efficient and advanced tools.</li></ol>	<ol style="list-style-type: none"><li>1. Exhausting meetings.</li><li>2. Long and poorly structured reports.</li><li>3. Detailed planning.</li></ol>	<ol style="list-style-type: none"><li>1. Handling of bugs.</li><li>2. Gathering requirements from the client.</li><li>3. Creating project estimations.</li></ol>	<ol style="list-style-type: none"><li>1. Open communication across team members.</li><li>2. Lunch meetings.</li><li>3. Managing work and life balance.</li></ol>	<ol style="list-style-type: none"><li>1. Lengthy project meetings.</li><li>2. Wasting time on discussing irrelevant topics.</li><li>3. Sharing unnecessary opinions during project meetings.</li></ol>

At the bottom right of the white box, there is a green rounded rectangle with two bullet points: "• Editable | Printable" and "• Instant Download".

At the bottom of the page, there are icons for Microsoft Word and a document, and a small "TEMPLATE.NET" logo in the bottom right corner.

# Sailboat Retrospective Ideas and Examples

The [sailboat retrospective](#) is a retrospective technique in which you and your agile team members imagine the last sprint to be a sailboat. It gives the team direction and synchronized procedures for the planning. Sailboat retrospective ideas and examples aid you in writing your document.

**Cinzia Women**

**Project Name:** New Batch Of Women's Accessories

**Team:** Marketing & Social Media Team      **Date:** November 11, 2051

<p><b><u>WHAT WENT WELL?</u></b></p> <ol style="list-style-type: none"><li>1. Almost all of the products were sold out in the first week.</li><li>2. The reviews of the women who bought the accessories are mostly positive.</li><li>3. The customers love the new designs.</li><li>4. Posts regarding the accessories got a lot of social media engagement.</li><li>5. The company's Instagram account gained more than three thousand followers.</li></ol>	<p><b><u>WHAT WENT BAD?</u></b></p> <ol style="list-style-type: none"><li>1. Because of the high demand, shipping and delivery is a bit slow.</li><li>2. Some of the orders got lost in the courier's warehouse.</li><li>3. A few customers commented on the website and complained about the slow delivery.</li><li>4. A few small businesses are copying the new designs.</li><li>5. Because most orders are placed online, only a few people went to the store to purchase.</li></ol>
<p><b><u>WHAT IDEAS DO WE HAVE?</u></b></p> <ol style="list-style-type: none"><li>1. Post appealing and good quality photos of the products on a daily basis.</li></ol>	<p><b><u>WHAT PUZZLE</u></b></p> <ol style="list-style-type: none"><li>1. What can we do to product launch?</li></ol>

• Editable | Printable  
• Instant Download

W    [Document Icon]

TEMPLATE.NET

# **Retrospective Ideas FAQs**

## **How do you start a retrospective?**

You can start a retrospective by gathering the outcomes and results of past projects, develop documents containing complete lists of agendas regarding the problems, call a meeting, choose a meeting room with a light atmosphere, and start the discussion to obtain perspectives from the agile team.

## **How often should you run a sprint retrospective?**

It is advisable to run a sprint retrospective every week to review past projects and performance within that span, however, a project can last longer than a week, so you can run a sprint after those projects.

## **What are the first three steps to conducting a retrospective?**

The first step is to gather data from the past performance, events, and project, the second is to create a development plan, flowchart, roadmap, and diagram for visual presentation, and the third is to ensure a conversive and argumentative meeting to collect more data regarding what team members think of the project outcome and suggestions.

## **What is a timeline retrospective?**

A timeline retrospective is agile planning best for a longer project period or timeframe.

## **How do you run an effective retrospective?**

Aside from the retrospective meeting requirements, to run an effective retrospective, it needs to be good, fun, or with games to ensure that employees involved are active and engaged with the meeting, helping you achieve your retrospective goals.

## **What is a retrospective summary report?**

A retrospective summary report is a document containing the overviews, outlines, or project result data from past projects, assisting the retrospective board of directors, assigned team, and managers to track lacks and weaknesses.

## **Who facilitates a retrospective meeting?**

Anyone can facilitate a retrospective meeting as long as they are the ones who led a specific past project or event to ensure they have access to all the relevant data of the project and its outcomes and they understand the project firsthand.

## **What are the benefits of agile retrospective meetings?**

Agile retrospective meetings provide various impressive benefits such as transparency, a collaborative and communicative environment, early track of issues, and pinpoint process improvements.

## **What are the key elements of a successful retrospective?**

The assurance of complete data regarding the topic project, effective communication with the retrospective team, flexible mindset, and friendly atmosphere that allows team members to share ideas and perspectives without being intimidated.

## **What should a scrum retrospective say?**

A scrum retrospective should include questions about what the member think of the last sprint, what goal they think that the sprint reached, what are possible lacks, and what action plans are required to avoid doing similar weak procedures that happened in the last sprint.

## **What is retrospective permission?**

Retrospective permission is an element you need to be given by the higher management to approve and execute your sprint planning retrospective movement.



## **What do you share in a retrospective?**

During a retrospective, the facilitator and team members discuss the outcomes of the last project and find weak areas where you improve factors to ensure enhanced project processes.