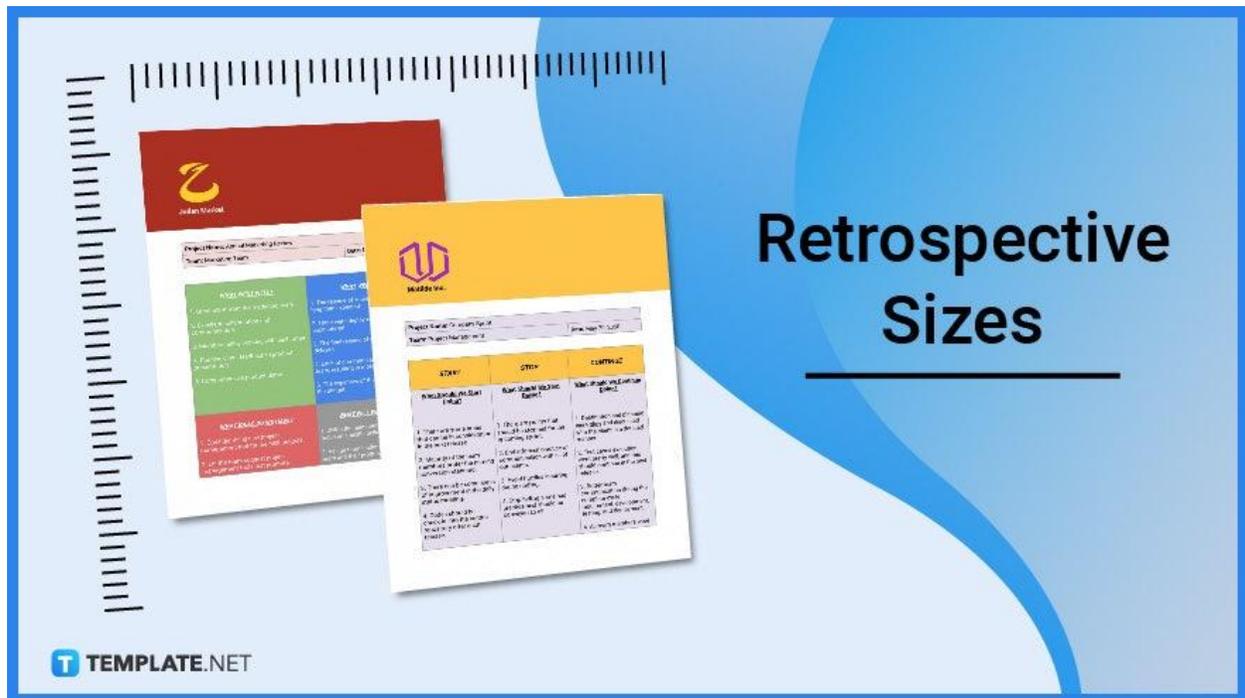


# Retrospective Sizes

Retrospective sizes are crucial to analyze to help you determine the best size for your documents. Every dimension's role and purpose can present better content and diagram depending on your document.



## Retrospective Sizes Standard

### Letter

The Letter has dimensions of 8.5 × 11 inches or 216 × 279 mm, which is suitable for most corporations. Many companies prefer to use this size since it makes use of one of the most popular types of paper, encouraging uniformity and formality.

### A4

A4, with a measurement of 8.3 × 11.7 inches or 210 × 297 mm, is the paper size most used in marketing, such as campaign documents. It is also a good paper size for agile sprint planning and meeting.

## **Legal**

The Legal size measures 8.5 × 14 inches or 216 × 356 mm, which is slightly taller and wider compared to A4 and Letter. This dimension is best for documents that have clipart images, infographics, or visual presentations.

## **Retrospective Sizes for Print**

### **Letter**

The Letter size measures 8.5 × 11 inches or 216 × 279 mm, which is the paper size commonly used for printing. It is best for documents such as an agile retrospective, cohort study, risk mitigation plan, fault tree analysis, etc.

### **A4**

The A4 size has dimensions of 8.3 × 11.7 inches or 210 × 297 mm, which is what most corporations prefer to develop their documents with. It has almost similar dimensions to letters, so the size is not a big problem when negotiating with companies that prefer letter paper sizes.

## **Legal**

The Legal paper size has a measurement of 8.5 × 14 inches or 216 × 356 mm, which is famous in the printing industry, especially when printing project lessons, scrum, sailboat sprint, with layouts. It has more space for sections and flowcharts than retrospectives usually show.

# Retrospective Sizes for Print

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TYPE OF PAPER	SIZE(in)	SIZE(mm)
Letter Size	8.5" × 11"	216 × 279 mm
A4 Size	8.3" × 11.7"	210 × 297 mm
Legal Size	8.5" × 14"	216 × 356 mm

# Retrospective Sizes for Microsoft Word

Microsoft Word provides various sizes and resizing tools so you can change the dimensions or ratio of your document. Its default paper size is the US Letter which measures 8.5 × 11 inches or 216 × 279 mm since it is commonly used with documentation.

## Retrospective Sizes for Microsoft Word

TEMPLATE.NET

US Letter Size

The image shows a Microsoft Word document with a blue header bar containing the 'W' logo. Below the header is a white area with a yellow rectangular box containing a purple logo and the text 'Matilde Inc.'. Underneath is a table with project details: 'Project Name: Conveyer Sprint', 'Team: Project Management', and 'Date: Nov 20, 2020'. The main content is a retrospective table with three columns: 'START', 'STOP', and 'CONTINUE'. Each column has a header question and a list of four items. Blue lines with dots at the corners indicate the dimensions: 8.5 inches (216 mm) for the width and 11 inches (279 mm) for the height.

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. There are some areas that can be in consideration in the next release.</li><li>2. Majority of the team members prior the meeting considered standard.</li><li>3. There can be some areas of improvement in the daily status meeting.</li><li>4. Defects should be check-in into the central repository after each release.</li></ol>	<ol style="list-style-type: none"><li>1. There are points that should be dropped for the upcoming sprint.</li><li>2. Did inform practice of communication with all of our clients.</li><li>3. Avoid hurdles occurring during coding.</li><li>4. Stop having some bad practice and should be conveyed to all.</li></ol>	<ol style="list-style-type: none"><li>1. Description 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 requirement, development, testing, and deployment.</li><li>4. All team members were</li></ol>

8.5 inches (216 mm)

11 inches (279 mm)

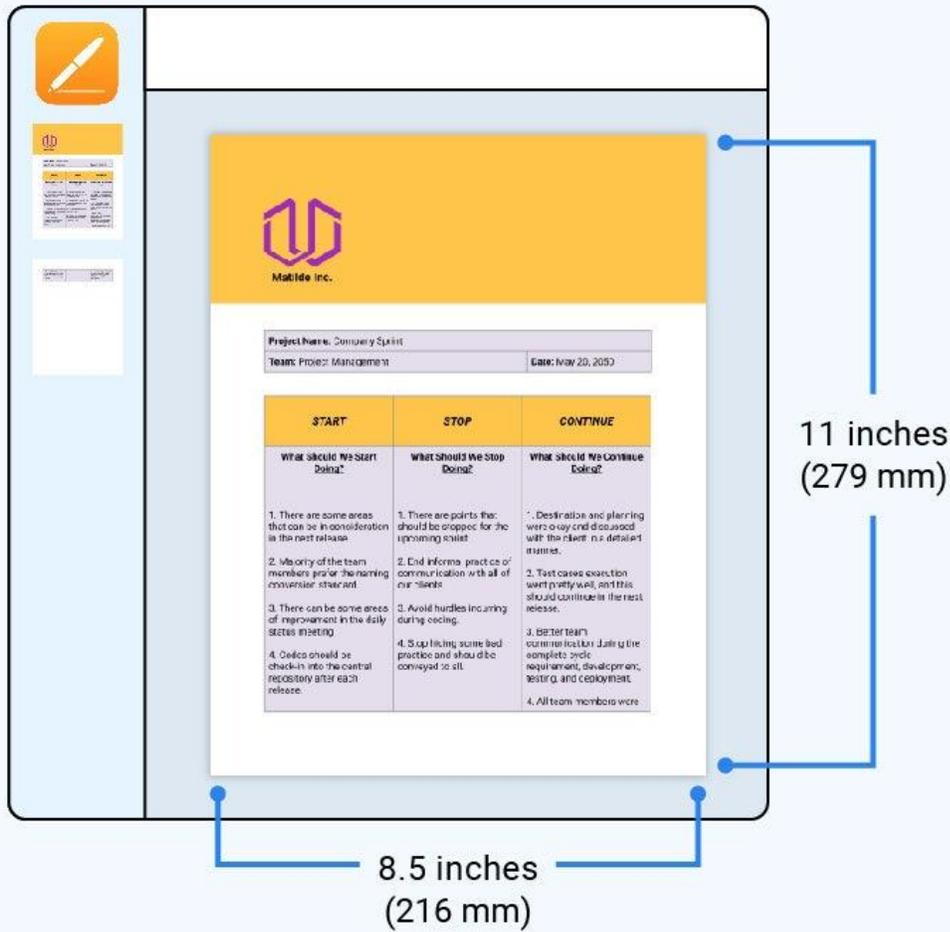
# Retrospective Sizes for Apple Pages

The default paper size of Apple Pages is the US Letter which measures 8.5 × 11 inches or 216 × 279 mm. Of course, they also offer various paper sizes to allow you to choose depending on your preferences.

## Retrospective Sizes for Apple Pages

 **TEMPLATE.NET**

US Letter Size



# Retrospective Sizes for Google Docs

Google Docs prefers the US Letter paper size, which is 8.5 × 11 inches or 216 × 279 mm since most individuals use this dimension with their documentation. The same as all digital documenting tools, you can also resize them however you prefer.

## Retrospective Sizes for Google Docs

US Letter Size

The diagram shows a Google Docs interface with a retrospective template. The template includes a header with a logo for 'Mailde Inc.', a metadata section with 'Project Name: Our Next Sprint', 'Team: Project Management', and 'Date: May 28, 2023'. Below this is a table with three columns: 'START', 'STOP', and 'CONTINUE'. Each column contains a list of items for discussion.

START	STOP	CONTINUE
<b>What Should We Start Doing?</b> <ol style="list-style-type: none"><li>There are some areas that can be in consideration in the next release.</li><li>Majority of the team members prefer the naming convention standard.</li><li>There can be some areas of improvement in the daily stand meeting.</li><li>Codes should be checked in into the central repository after each release.</li></ol>	<b>What Should We Stop Doing?</b> <ol style="list-style-type: none"><li>There are points that should be stopped for the upcoming sprint.</li><li>Did informal practice of communication with all of our clients.</li><li>Avoid hurdles in our meeting.</li><li>Scoping some task practice and should be conveyed to all.</li></ol>	<b>What Should We Continue Doing?</b> <ol style="list-style-type: none"><li>Documentation and planning were okay and discussed with the client in a detailed manner.</li><li>Test cases execution went pretty well, and this should be repeated in the next release.</li><li>Better team communication during the complete cycle requires development, testing, and deployment.</li><li>All team members were</li></ol>

11 inches (279 mm)

8.5 inches (216 mm)

# **Retrospective Sizes FAQs**

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

To structure a retrospective you first need to set the stage, gather data for the discussions and highlight critical information, generate insights with the team during the sprint retrospective meeting, and develop plans to avoid specific circumstances.

## **How long should a sprint retrospective meeting be?**

A one-week sprint retrospective should be 45 minutes, 1.5 hours for a two-week sprint, and 2.25 hours for a three-week sprint.

## **What does retrospective mean in business?**

A retrospective in business is a meeting or a discussion after a product or an event is launched to evaluate and assess the outcomes and results to generate an improvement plan and procedures that can reach the company goal.

## **How long should retrospectives be?**

A sprint retrospective has a minimum of three hours of discussion, depending on the duration of a sprint.

## **How to determine the size of the retrospective study**

You can determine the size of a retrospective study by reviewing the sample size containing the number of people involved and events.

## **What should be included in a retrospective?**

The retrospective meeting contents should include the specific past event that you want to evaluate and assess if all factors met their objectives, lists of agendas that are connected to the topic, and assigned team.

## **How to maximize agile sprint retrospectives?**

Close and effective communication is a vital component you need to maximize agile sprint retrospectives since conversing with team members helps you obtain possible overlooks, therefore making the processes fluid.

## **What are retrospective power and sample size analysis?**

A retrospective power and sample size analysis is used to determine whether a previously performed test had sufficient power.

## **How to plan a successful project retrospective?**

You will need to evaluate the facts, set a positive tone, start, stop, and continue the exercise, create a safe space to discuss, discover opportunities for next time, ask questions, turn insights into actions, and communicate the takeaways for a productive project retrospective.

## **How do you create a retrospective agenda?**

To create a retrospective agenda, you should first identify the topic, mention the highlights of the project, analyze these patterns to generate more effective patterns, and discuss with the team to obtain more data.

## **What is the key to a successful retrospective activity?**

The key to successful retrospective activity is to ensure that you have complete data needed for the meeting, contribute feedback along with the team, and assure a creative and relaxed atmosphere while keeping track of the time.

## **What is the purpose of a project retrospective?**

A project can never be perfect on the first try, so companies require project retrospectives as it allows you to assess and look back to past projects and determine issues and ensure better processes and plans next projects.

## **How to change the size of the retrospective?**

In the digital documenting tool you can use resizing tools for paper sizes so you can choose and experiment with what is suitable and compatible with your retrospective documents.

## **How long should a retrospective last?**

A retrospective has a variable duration of the project which can change the retrospective meeting duration.

## **What should a retrospective meeting include?**

A retrospective meeting should include the agenda, assigned team, other data connected to the projects, and a friendly atmosphere.