



Note: In any table, select and delete any blue line text; then click Home → Styles and select “Table Text” to restore the cells to the default value.

Date:	99/99/99	Project Manager:	Name	Completed by:	Name
Retrospective Questions					
What were the major events in our timeline?			What worked well that we definitely want to do again?		
What did we observe in the flow of events?			What did we learn that we want to do differently?		
What did we learn from the iteration/sprint metrics?			What can we do better in reporting project status?		
What have we learned about the project as a result of each iteration/sprint?			What recommendations are there moving forward with our next iteration/sprint?		
What Worked Well?			What Can Be Improved?		
Team cohesiveness			More in-depth definition of requirements		
Delivered sprints on time			Too many stories accepted at last minute		
Customer report was well received			Build process was slow		
What Do We Want To Try?			What Do We Still Not Know?		
Need to add projector in scrum meetings			Difficult to assess value of story points assigned		
Reduce size of project team in future			Why did the build process take so long?		
Revise method of estimating many tasks			Optimum size of stories		