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Introduction to Retrospectives

Unlock team potential through effective retrospectives!

DEFINITION

> Retrospectives are regular meetings where teams reflect on their work to improve processes. They help identify successes and areas for growth.

KEY CONCEPTS

Purpose

The main goal is to improve team performance by discussing what went well and what didn't.

Frequency

Retrospectives are typically held at the end of each sprint or project phase.

Facilitation

A facilitator guides the discussion, ensuring everyone has a chance to speak and share insights.

Action Items

Teams should create actionable steps based on the discussion to implement improvements.

Safe Environment

Creating a safe space encourages open and honest feedback among team members.

EXAMPLES

→ Team discusses communication issues and decides to have daily check-ins.

→ Members share successes in a project and agree to replicate effective strategies.

→ The team identifies a bottleneck in the workflow and plans to address it.

MEMORY TIPS

★ Remember 'P-FAS' for Purpose, Frequency, Action Items, and Safe Environment.

★ Use the phrase 'Reflect, Improve, Act' to recall the retrospective process.

★ Think of a 'circle of trust' to visualize a safe space for sharing.

COMMON MISTAKES

✗ Focusing only on negatives instead of celebrating successes.

✗ Not following up on action items from previous retrospectives.

✗ Allowing dominant voices to overshadow quieter team members.

QUICK RECAP

Retrospectives are essential for team growth, focusing on reflection and improvement. They should be regular, facilitated discussions that create actionable outcomes in a safe environment.