



Sprint Retrospective Checklist

- The retrospective contains setting the stage
- The retrospective contains gathering data
- The retrospective contains generating insights
- The team knows the difference between actions and intentions
- The retrospective results in one or two action items
- Action items are SMART
- The retrospective contains a closure
- The action items of the previous retrospective are updated
- The focus is on what the team can control - always focus on what the team can do, even if it's very small
- The focus is on small changes. 1% improvement every sprint will grow exponentially over time
- The focus is on improving the process and/or way of working. Don't spend too much time on detailed discussions about the work itself
- Everybody in the team participates
- If remote: webcams are on!
- After the retrospective: everybody in th team has access to the actions items