
How to conduct sprint retrospective

No matter how good a scrum team is, there is always opportunity to improve the way team members work to make the workday more productive.

At the end of a sprint, a sprint retrospective meeting is held to find out the things that the team did right and wrong during the sprint and to find ways to improve.

Scrum Process Canvas, the [scrum tool](#), allows you to document the entire scrum retrospective meeting, from the beginning until the end.

Perform the steps below to manage your sprint retrospective meeting. You may try the steps interactively by visiting the [interactive product tour](#).

Step 1: Prepare for a 'Start, Stop and Continue' retrospective

1. In the Scrum Process Canvas, click on the work item **Sprint Retrospective Meeting** to open it.



Sprint Retrospective Meeting

2. As the first step, you are required to prepare the sprint retrospective meeting by deciding the date and time, the attendee and the agenda of the meeting. Click on the action artifact **Sprint Retrospective Meeting**.



3. Fill-in the meeting form to complete this step. First, specify the background of the meeting by entering the date, time, location of the meeting. Besides, select the members who will attend the meeting.

Meeting's Background	
Date	2018-09-07 ...
Time	05:00 PM ...
Location	Room 288
Prepared by	Henry Laguna ▼
Attendees	Henry Laguna, Mary Madeod, Harvey Jimmerson, Helen Macdonald, Clyde Taylor, Louis Diaz, Natalie Goins, Jeremy Eckard, Joshua Rios ▼

4. List the topics to be discussed in the meeting as agenda topics. Press **Enter** to create a new topic.

Agenda Topics	Topic	Presenter	Time Allotted
	Identify 'start' items	Henry Laguna	▼ 10 mins
	Identify 'stop' items	Henry Laguna	▼ 10 mins
	Identify 'continue' items	Henry Laguna	▼ 10 mins
	Vote for the most important item(s)	Henry Laguna	▼ 10 mins
	Conclusion of meeting	Henry Laguna	▼ 5 mins

5. Enter other information such as the observers and resources required.

Other Information	Observers	Jeffrey Wheeler
	Resources	Projector x 1
	Special Notes	N/A

6. When finished, go back to the work item page via the breadcrumb.

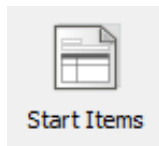
7. When you are done, you can move on to the next step. To do this, click on **Complete Step** at the bottom right corner, and then select **Complete** from the popup menu.

Step 2: Discuss what should start doing

During the sprint retrospective meeting, team members discuss and identify the things that the team should do and not do in the next sprint. This type of meeting is known as a 'Start, Stop and Continue' meeting.

Step 2 requires your team to discuss the things that should begin doing in the next sprint. We call these the 'Start Items'.

1. Click on the action artifact **Start Items**.



2. Complete the form by listing the start items. Give the team a set amount of time (3 to 5 min) to write what they think the team should add to its processes.

Item
Demonstrate the product to customers early
Specifying acceptance tests in addition to acceptance criteria
Use code quality checker
Being on time for daily standups
Finishing one story before starting the next

3. When everyone is done, discuss the finding among the team. Keep a record for items that the team agree to adopt.

4. When finished, go back to the work item via the breadcrumb.

5. Complete this step.

Step 3: Discuss what should stop

Now, gather the 'Stop Items', which are things that are found not working and should stop doing in the next sprint.

1. Click on the action artifact **Stop Items**.



2. Complete the form by listing the stop items. Again, give the team a set amount of time (3 to 5 min) to write what they think are inefficient or are wasting time and hence the team should stop doing these.

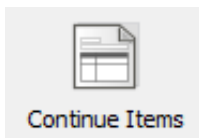
Item
Taking more than 15 mins for daily scrum meetings
Exhaustive code commenting
Explaining code level changes in commit log

3. When everyone is done, discuss the finding among the team. Keep a record for items that the team agree to stop doing.
4. When finished, go back to the work item via the breadcrumb.
5. Complete this step.

Step 4: Discuss what went well

Now, gather the 'Continue Items', which are that are found working and should become a best practice.

1. Click on the action artifact **Continue Items**.



2. Complete the form by listing the continue items. Again, give the team a set amount of time (3 to 5 min) to write what they would like to continue to emphasize but that are not yet habits.

Item
Keep the software copy for procurement items in file cabinet
Throw waste paper to recycle bin
Shred documents before recycling

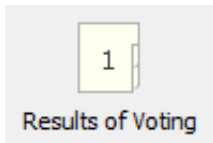
3. When everyone is done, discuss the finding among the team. Keep a record for items that the team agree to keep doing.
4. When finished, go back to the work item via the breadcrumb.
5. Complete this step.

Step 5: Vote for the most important items

After an initial list of start, stop and continue items has been brainstormed, the scrum team will vote for the most important item(s) to focus on during the coming sprint.

Set up a voting session to have the team members vote for the most important items and record the resulting of voting. More information about the voting process is available in the Instruction of step.

1. Click on **Results of Voting** to document the votes.



2. Complete this form by entering the number of vote for individual items.

	Use code quality checker	2
	Being on time for daily standups	4
	Finishing one story before starting the next	1
Stop Items	Item	Vote
	Taking more than 15 mins for daily scrum meetings	3
	Exhaustive code commenting	3
	Explaining code level changes in commit log	2
Continue Items	Item	Vote
	Keep the software copy for procurement items in file cabinet	1
	Throw waste paper to recycle bin	3
	Shred documents before recycling	1

3. Calculate which items got the most votes and keep those items as the team's area of focus for the next sprint.
4. Return to the work item.
5. Complete this step.

Step 6: Wrap up the meeting

In the final step, you have to wrap up the meeting by entering the discussions and conclusions of the meeting and creating tasks to implement or to facilitate the implementation of the start, stop and continue items identified.

1. Click on the action artifact **Sprint Retrospective Meeting**.



2. Complete the meeting form. Describe the discussion and conclusion for each agenda topic.

Topic	+ Conclusion of meeting
Presenter	Henry Laguna ▼
Time Allotted	5 mins
Discussion	A summary of start, stop and continue items to be implemented and discarded
Conclusions	<i>Any decisions made</i>

3. When finished, go back to the work item.
4. Complete this step. The sprint retrospective meeting has come to an end. It's perhaps also the end of the current sprint. You may consider moving on to the next sprint or to project retrospective (if it's the end of the project).