
Retrospective Meeting

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Whether you've just finished a big project or campaign, use this retro meeting template to gather and document learnings and insights to improve your processes.

Review goals of the project - did we hit them?

Summary:

Next Steps:

How do we feel things went?

Summary:

Next Steps:

What should we START doing?

Summary:

Next Steps:

What should we STOP doing?

Summary:

Next Steps:

What should we KEEP doing?

Summary:

Next Steps:

Want meeting notes like this with no extra work?

With Hypercontext by Spinach, every meeting has a shared