
Sprint Retro Meeting

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Retro meetings are a crucial part of agile meetings. This bi-weekly template will spur conversations about your past sprint.

Demo (20-30 min)

Summary:

Next Steps:

Product acceptance and change requests (10 min)

Summary:

Next Steps:

What went well? (5 min)

Summary:

Next Steps:

What could have gone better? (5 min)

Summary:

Next Steps:

Things to look out for in the future? (5 min)

Summary:

Next Steps:

Who deserves a shoutout? (5 min)

Summary:

Next Steps:

Demo day prep: What are we presenting? (5 min)

Summary:

Next Steps:

Want meeting notes like this with no extra work?

With Hypercontext by Spinach, every meeting has a shared