
Sailboat Retrospective Meeting

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The 🚢 Sailboat Retro is a collaborative and fun way to reflect on the sprint with the whole team. Based on your discussion you not only leave with a better reflection on what just happened, but also how to make it better next sprint. [Read more about how to run this meeting] (<https://hypercontext.com/agenda-templates/sailboat-retrospective-meeting>)

🌴 THE ISLAND

- Reminder of Sprint Goals (If needed: <https://hypercontext.com/goal-examples>)

Summary:

Next Steps:

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|-------|-------|
| _____ | _____ |
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| _____ | _____ |

🌬️ WIND - WHAT HELPED US ACHIEVE OUR GOALS?

- Wind Example: When we updated our framework there were a few new functions that allowed us to do more, faster.

Summary:

Next Steps:

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☀️ THE SUN - WHAT MADE YOU FEEL GOOD/HAPPY DURING WORK?

- Sun Example: When the bug popped up we all solved it together. Made me feel like we're a great team.

Summary:

Next Steps:

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⚓ ANCHORS - WHAT SLOWED US DOWN OR HELD US BACK?

- Anchor Example: We didn't confirm our plans with all stakeholders before starting work. This made us underestimate what was involved and means we need to start again.

Summary:

Next Steps:

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| _____ | _____ |
| _____ | _____ |

🪨 THE ROCKS - WHAT POTENTIAL RISKS DO WE SEE AHEAD OF US?

- Rock Example: We have a critical team member who is going on mat. leave in the coming weeks. We need to plan around that.

Summary:

Next Steps:

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

WRAP UP

Want meeting notes like this with no extra work?

With Hypercontext by Spinach, every meeting has a shared

Review all next steps

Summary:

Next Steps:

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