

Retrospective sheet

WHEN	WHO IS HERE	HOW LONG
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TEAM	LOOKING BACK ON	DATE
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0 Did last time's action happen? first item, every session

WHAT HAPPENED WITH IT	CLOSED?

1 What went well that we should keep doing? first, deliberately

2 What was harder than it needed to be? about the work, not the person

3 What surprised us? surprises point at assumptions

4 The one thing we change one, not five

ACTION	OWNER	BY WHEN

WHY THIS IS ONE ACTION AND NOT FIVE

A session that produces eight improvements produces zero.

An action with no owner belongs to nobody. Name a person, not a function.

Open the next session by checking it. That is the only reason anyone takes this seriously.

Raising fewer over time is the process working, not the team losing interest.

Say this first: we are looking at what happened, not at who did it. Run these on a cadence, not after trouble. A retrospective that only happens after something went badly is a tribunal with a friendlier name.