

Retro Kit



Retro Kit: How to

Why? To help teams run their own retrospectives without an experienced facilitator. A step by step guide in the same way as a cook book is.

How to use the Retro Kit

1. Decide who in the team will facilitate.
2. (Optional) Do a warm-up exercise
3. Choose a retrospective and go for it

Materials needed

- Sharpies (one per member)
- Post-its
- Room with a whiteboard
- Timer (a phone usually works just fine)

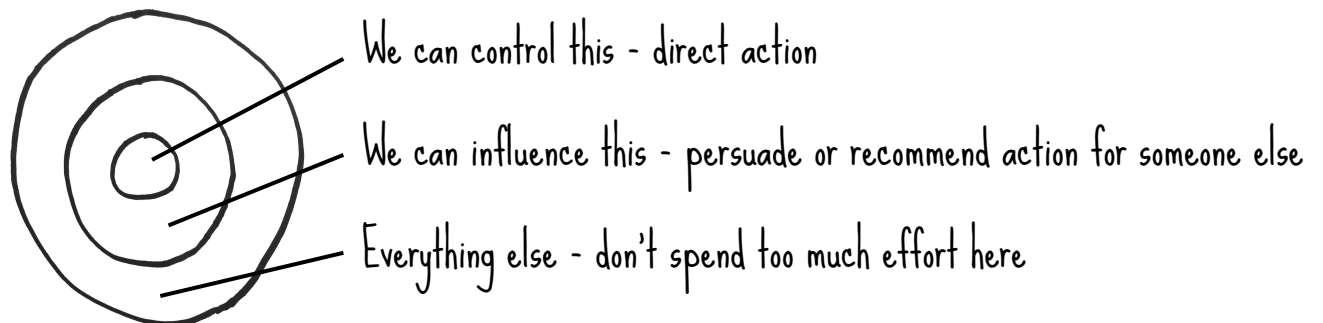
Retrospective Prime Directive

Regardless of what we discover, we understand and truly believe that everyone did the best job they could, given what they knew at the time, their skills and abilities, the resources available, and the situation at hand.



Spheres of influence

Focus on things that you can affect or the retrospective quite quickly ends up with ranting and energy goes down.



Retro Kit: Facilitation

Before the Retro

There are a couple of things that are generally good to do before starting the retro.

1. Be in the room a couple of minutes earlier to prepare for the retro.
2. Make sure you have everything you need like post-its, sharpies, previous actions list, etc with you before going to the retro.

Facilitation tips

- Make sure everyone participates and talks. You can for instance ask: "X, what do you think about this?"
- If team gets stuck in the conversation ask questions like:
 - "What are we trying to solve?"
 - "Why is this important for us?"
 - "What else can we do to effect this problem?"
- Try to be aware of the time.
- Always make sure people know where to find the actions at the end of the retro.

For more advice on how to facilitate, please reach out to your friendly neighbourhood Agile Coach.

Pick One

Team in 1 word

1. Ask everyone to write one word that describes the team.
2. Everyone put these words up on a wall or whiteboard and tells a few words about what they mean.

Line up

Ask the team to arrange themselves in order of something from one side of the room to another. This could for instance be time on the team, month of the year they are born, shoe size, number of siblings or something completely different.

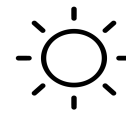
Superhero

Each participant creates a superhero of themselves in the team. It could include: Superpower, weaknesses, nemesis and a drawing.

Retro Kit: Warm up

Weather Report

1. Draw storm, rain, cloud and sunshine.
2. Ask the participants to mark how they are feeling about the last iteration.



Positive and True

Pick one of these for everyone to answer:

- What have you done really well in the last iteration?
- What is something that makes you really happy?
- What were you most happy about yesterday?
- Go around the table and ask the participants to share their highlight of the last iteration.

Retro Kit: Voting

Fist to five

The fist to five can be used to evaluate how happy everyone is about a meeting or a result.

1. Describe the question (i.e. "How good do you think the retrospective was?")
2. Explain that you will say ready-set-go and at "go" everyone shows 0-5 fingers depending on their view of the thing being evaluated.
3. Say "Ready Set Go".
4. Ask people who didn't show 5 what it would take to bring it up to 5 for them.
5. Talk about changes you can do based on the feedback.

Dot Voting

When agreeing on what to focus on dot voting can be a useful technique.

1. Everyone gets 3-5 votes. Many topics = more votes.
2. Everyone votes at the same time. They can put all votes on one topic they care deeply about or spread them out.

Sailboat

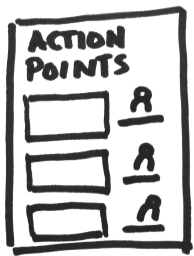
1

5 min

(Optional ice breaker activity)
Pick a warmup exercise from
the black page called Spotify
Retro Kit: Warm up

2

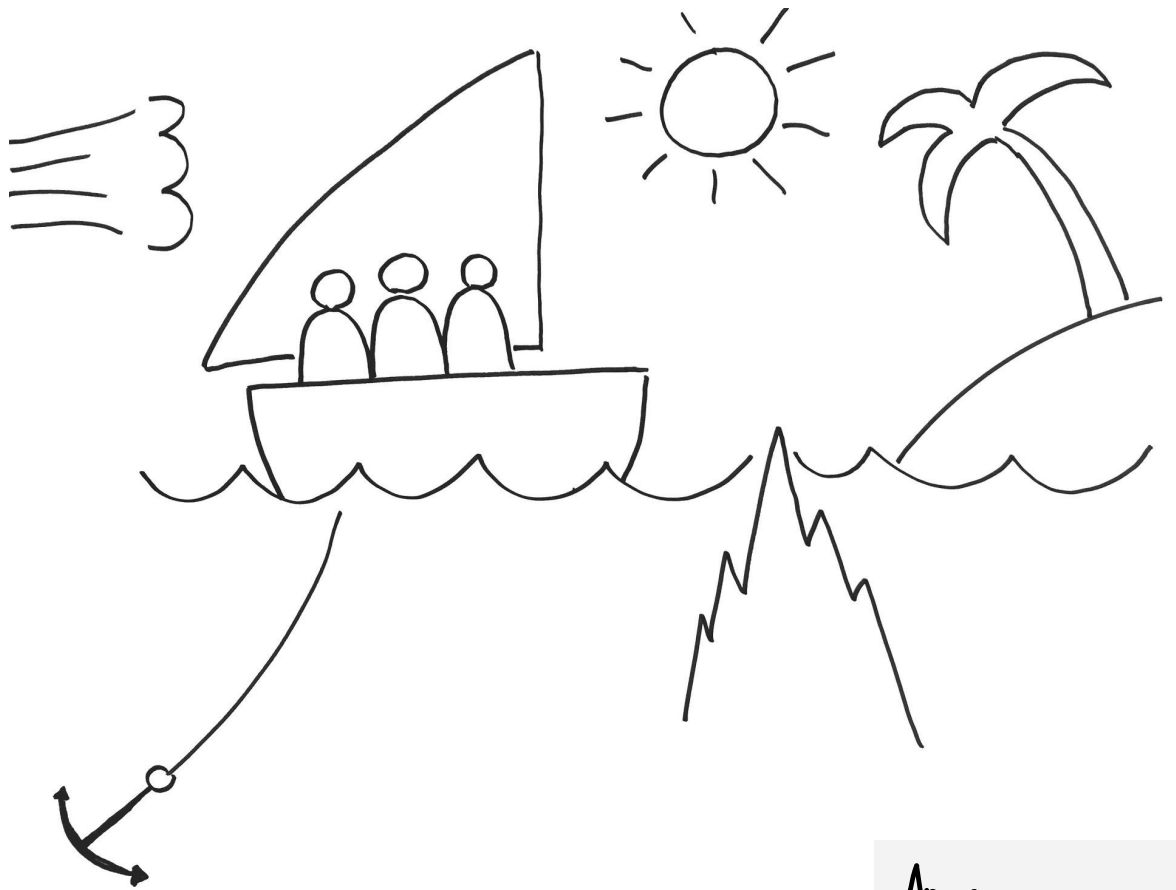
5 min



Follow up on action points from previous retro

3

5 min



Draw the picture above on a whiteboard

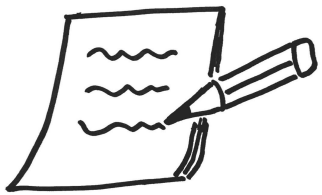
Explain the areas mentioned on the right

Areas

Wind = Speeds us up
Anchor = Slow us down
Rocks = Risks
Island = Opportunities
Sun = Appreciations

4

5 min



Everyone writes
post-its connected
to the areas from
the previous step

5

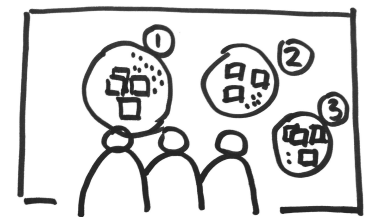
5 min



One by one, put up post-its next to the area
they belong to and explain your thoughts

6

5 min



Group topics. They can be from different
areas. Prioritise by dot voting*.

7

15 min

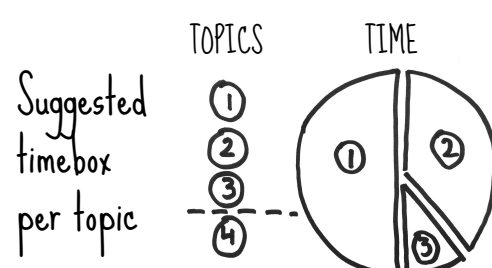


ACTIONS



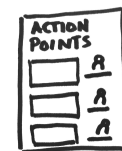
Discuss topics by number of dots

Suggest action points (improvements)
and write them down



8

5 min



Find an owner for
each action

Beware of taking on too much!



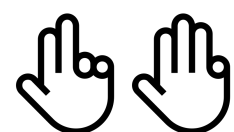
DONE!

9

5 min

Fist to five*

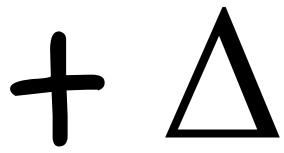
"How good
was the
retro?"



"What would
make it a
five?"

* See the black page called Retro Kit: Voting

Retro Kit



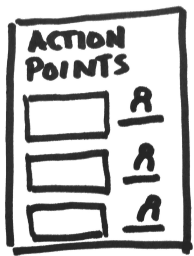
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5 min

(Optional ice breaker activity)
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Retro Kit: Warm up

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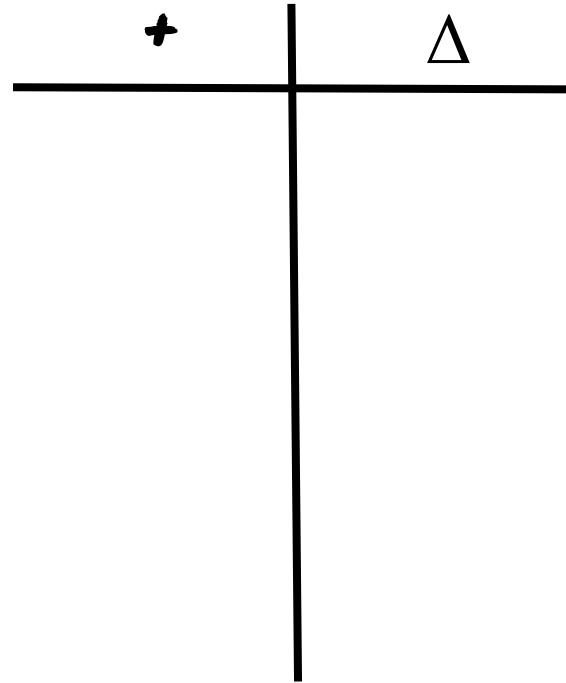
5 min



Follow up on action points from previous retro

3

5 min



Draw the table above on a whiteboard

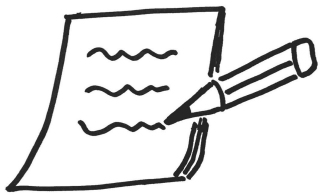
Explain the areas mentioned on the right

Areas

+ = Things you liked
Δ = Things to change

4

5 min



Everyone writes
post-its connected
to the areas from
the previous step

5

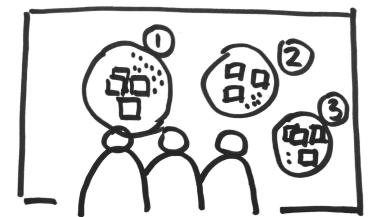
5 min



One by one, put up post-its next to the area
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6

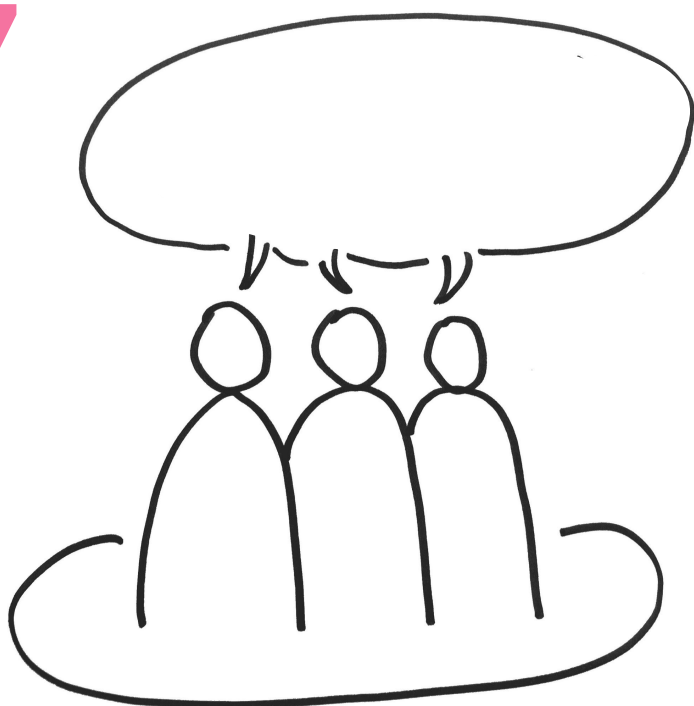
5 min



Group topics. They can be from different
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7

15 min

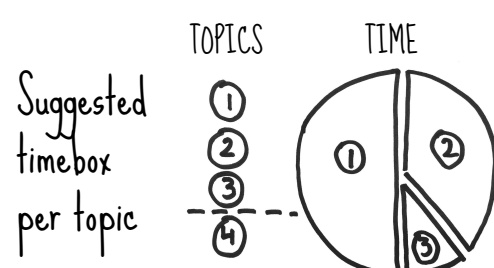


ACTIONS



Discuss topics by number of dots

Suggest action points (improvements)
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8

5 min



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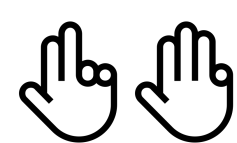
DONE!

9

5 min

Fist to five*

"How good
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retro?"



"What would
make it a
five?"

* See the black page called Retro Kit: Voting

Retro Kit

Wishes
Appreciations
Risks
Puzzles

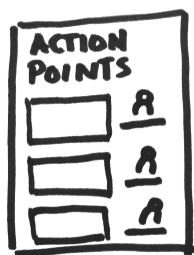
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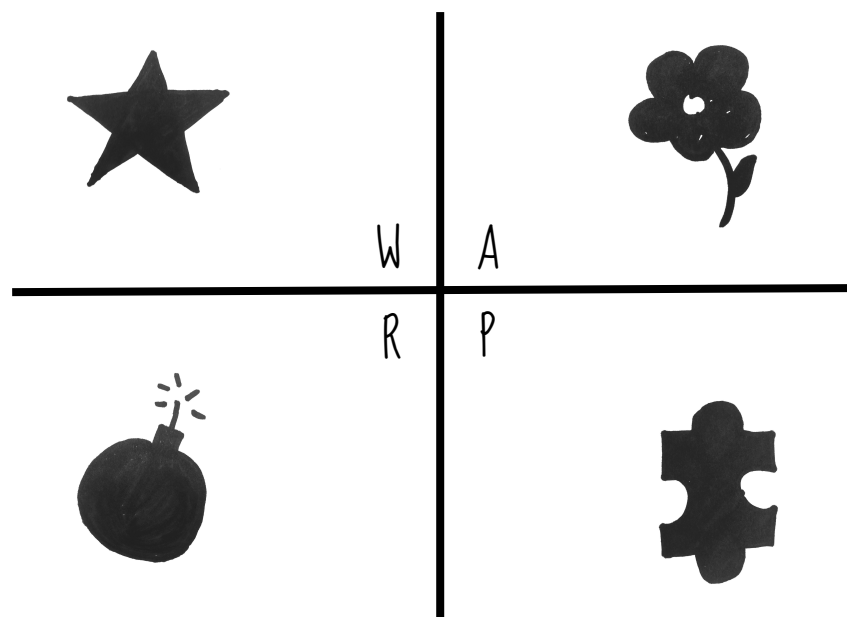
5 min



Follow up on action points from previous retro

3

5 min



Draw the picture above on a whiteboard

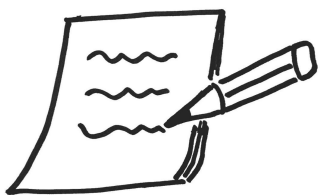
Explain the areas mentioned on the right

Areas

Puzzle = Questions for
which you have no answer
Bomb = Risks
Flower = Appreciation
Star = Wishes,
"in a perfect world"

4

5 min



Everyone writes
post-its connected
to the areas from
the previous step

5

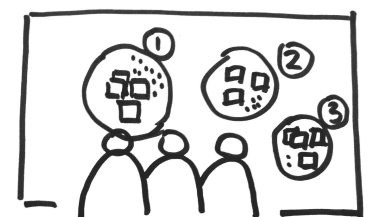
5 min



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6

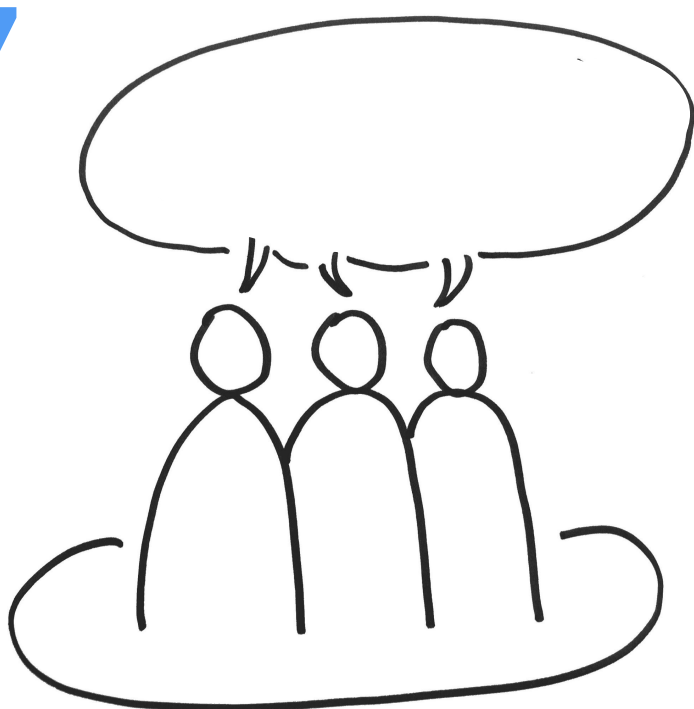
5 min



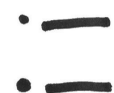
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15 min

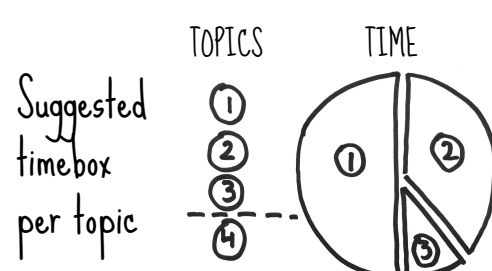


ACTIONS



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8

5 min



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each action

Beware of taking on too much!



DONE!

9

5 min

Fist to five*

"How good
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retro?"



"What would
make it a
five?"

* See the black page called Retro Kit: Voting

Proud & Worried

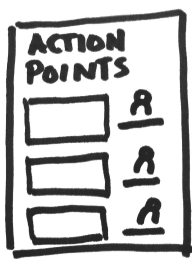
1

5 min

(Optional ice breaker activity)
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Retro Kit: Warm up

2

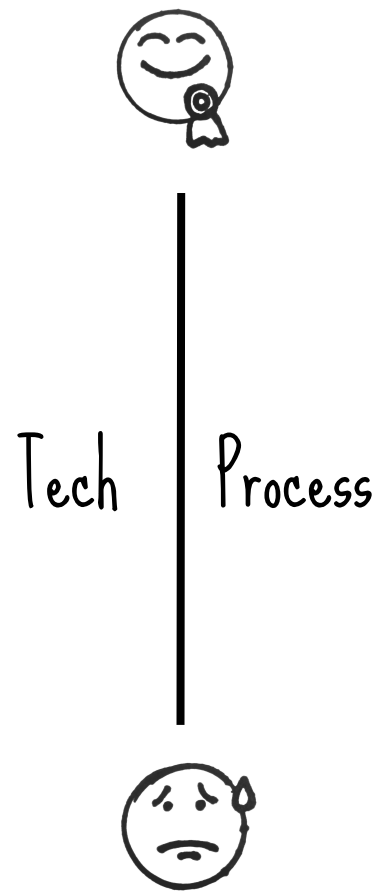
5 min



Follow up on action points from previous retro

3

5 min



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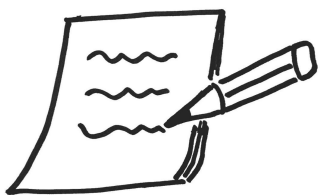
Explain the areas and scale mentioned on the right

Areas
Process & Tech

Scale
Worried -> Proud

4

5 min



Everyone writes
post-its connected
to the areas from
the previous step

5

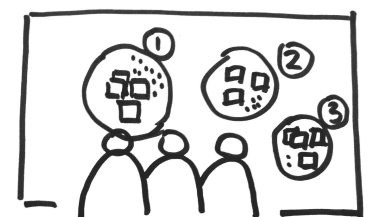
5 min



One by one, put up post-its next to the area
they belong to. Put them where you see fit on
the scale. Explain your thoughts

6

5 min



Group topics. They can be from different
areas. Prioritise by dot voting*.

7

15 min

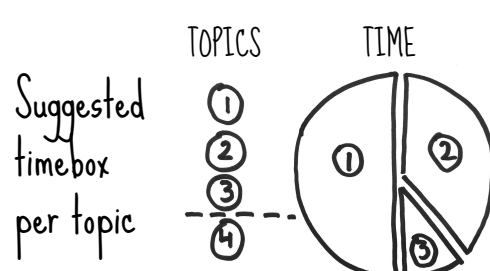


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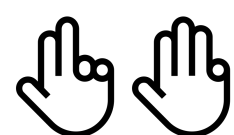
DONE!

9

5 min

Fist to five*

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"What would
make it a
five?"

Lean Coffee

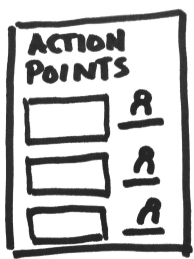
1

5 min

(Optional ice breaker activity)
Pick a warmup exercise from the booklet in your retro kit

2

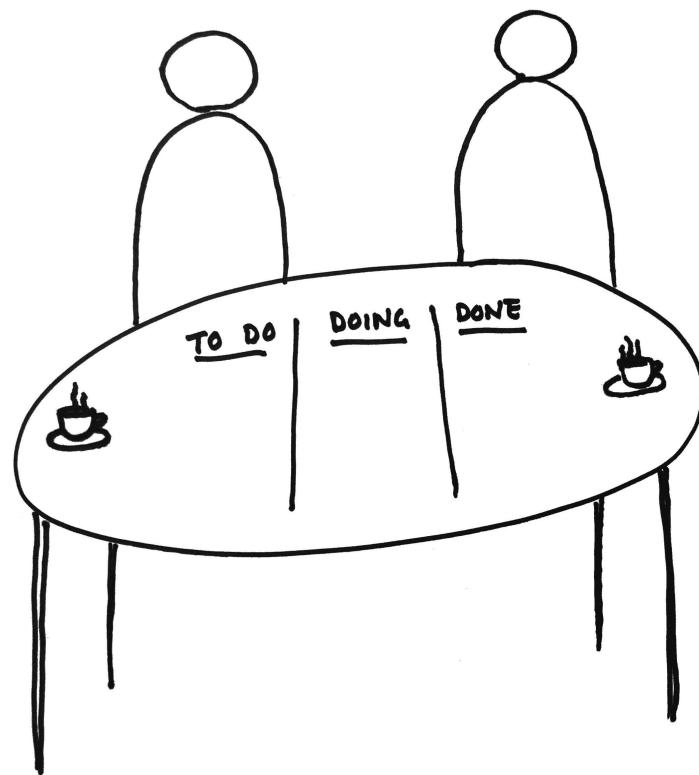
5 min



Follow up on action points from previous retro

3

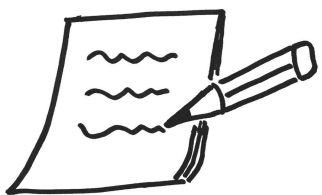
5 min



Sit around the table and create three columns as the picture above

4

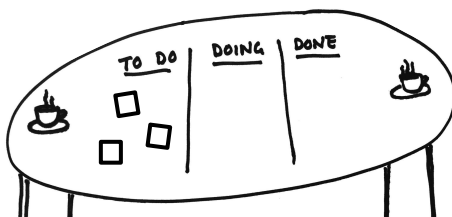
5 min



Everyone writes post-its on the topics they want to discuss

5

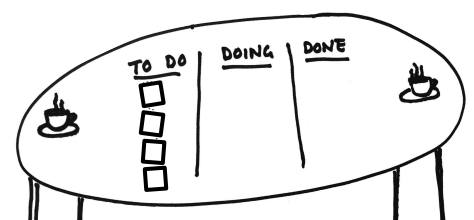
5 min



Put your post-its in the To Do column and explain the topics. Group similar topics

6

5 min



Prioritise by dot voting*. Put in priority order in the ToDo column

7

Choose the topic with the most votes and set a timer for 8 minutes to discuss the topic.

Write down Actions, move topic to Done.

After 8 minutes

Voting time! Everyone votes, majority decides.

👍 I want to continue discussing the same topic.

💡 I want to move on to the next topic.

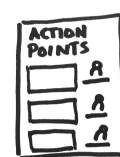
Continue discussing the topic for another 4 minutes. Set timer.

After 4 minutes

Follow this flow until 10 minutes is left of retro. Then move to step 8.

8

5 min



Find an owner for each action

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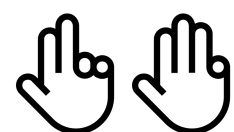
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5 min

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"How good was the retro?"



"What would make it a five?"

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