

Agile Retrospective

- This will be about 30 minutes depending on scope of project or retrospective .
- A retrospective will allow for mid way review of a large event or when working as a team, can set a duration for SPRINTS, 2 weeks are ideal for longer projects but can be shorter or longer to accommodate for the team's needs. Meant to be continually cycled.
- Structure
 - Set the stage
 - Outline approach for session- short 30 min to review of past work
 - Recite the goals
 - Have each person write their values for the workshop on a sticky note and post to big board. Have people monitor their working agreements to see where differences may lay. This allows for team to responsibility for their interactions.
 - General template posted below.
 - Gather data
 - Creates for shared picture of events. If someone misses a chunk of the event, they can still be on the same page and allow for catchup.
 - Start with hard data
 - Have each person write the value that was brought by an event. Can be individual or group event. (Celebratory- learned something new)
 - Hard data includes events, metrics features, stories completed, etc.
 - Metrics include burndown charts, velocity, deficit counts, number of stories completed, code enforced, effort data. (good and bad)
 - Feelings
 - High points? Low points? Establish environment where people can speak up.
 - Generate insights
 - Why are the above things happening?
 - Examine conditions, interactions, patterns, that contributed to success
 - Investigate deficits and breakdowns.
 - Was flow established?
 - Where were bottlenecks?
 - What generated waste?
 - Decide what to do
 - Have each person write down improvements
 - List out by priorities
 - Should decide as team on 1 or 2 to improve on for next iteration. Do not want to set too many improvements all at once, otherwise it can become overwhelming and need to make sure everyone is on the same page.
 - Close retrospective
 - Decide how to document follow up
 - How will team decide how to retain what they learned?
 - Have board with sticky notes structured
 - End of build will come back to retrospective and review. Did it work?

Complete rest of build per retrospective updates, clean up and review at end.

- What was learned?
- What did the new iteration produce?
- How did the result meet the retrospective expectations?
- What is the relationship between team members?
- What are team members feeling?
- How did it bring value? To the individual? To the team? To the lab?

Retrospective TEMPLATE

TEAM NAME

DATE



LEAD:

ATTENDEES:

PERSONAL VALUE		
METRICS Velocity: # of Stories: # of Deficits:	VALUE FROM EVENT	WHY?
	HIGHS	LOWS
IMPROVEMENTS GOING FORWARD		



Retrospective EXAMPLE

NEIKP

December 5, 2021 10:30

LEAD: Yulia Gitter

ATTENDEES: Emma Berreth, Patrick Johnson, Kerstin Ly, Nathaniel Swets, Ian Wells

<p>PERSONAL VALUE</p>	<ul style="list-style-type: none"> • Learn new skill, be useful to lab. • Better hardware skills. • Familiarity with machines, best practices. • Getting to know lab members more, learning to build using different tools, improving on teaching skills. • Solidify understating of LEAN manufacturing and practice teaching others, help others while improving myself. 	
<p>METRICS</p> <p>Velocity: 2 hours # of Stories: 14 # of Deficits: 1</p>	<p>VALUE FROM EVENT</p> <ul style="list-style-type: none"> • Learned how to use Bosch and build things. • Learned how to make precise measurements and cuts. • Experienced teaching others, gaining confidence using machine shop, learning fundamental skills. • Touched up on tool skills. • Standardization and hands on experience. 	<p>WHY?</p> <ul style="list-style-type: none"> • 1 deficit due to losing Bosch Strut. • Teaching takes time. • Waits to initially get started. • Minimum deficits due to <i>STANDARDIZATION!</i>
<p>HIGHS</p> <ul style="list-style-type: none"> • Comparing legs to find them all the exact same size. • How precise cuts were. 		<p>LOWS</p> <ul style="list-style-type: none"> • Having difficulty teaching newly learned skill. • Dropped strut on foot.
<p>IMPROVEMENTS GOING FORWARD</p> <ul style="list-style-type: none"> • More setup and clean up details, i.e. setting up mill • Increase body/ space awareness • Keep track of parts 		