

Frogslayer

30 Minute

Retrospective Meeting Agenda

0:00 - 3:00

Review open action items

3:00 - 6:00

Add additional discussion points

6:00 - 7:00

Upvote discussion points

7:00 - 12:00

Sort the Went Well/Shout-Outs column by upvotes & discuss

12:00 - 28:00

Sort the To Improve column by upvotes & discuss, creating action items along the way

28:00 - 30:00

Review new action items and conclude