Retrospective Notes Template

Notes from a team retrospective: what went well, what didn't, and a short list of changes the team commits to — each with an owner. The action plan is the point; the rest is context.

Team	
Period / sprint	
Facilitator	
Attendees	

Actions from the last retro

Action	Owner	Done? What changed?

What went well

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What didn't go well

Problem	Cause (if named)

Ideas

-

Action plan

Change we'll make	Owner	Starting when	How we'll know it worked

How to fill it in

- **Start with last retro's actions.** If they're never checked, retros stop mattering.
- **No names next to criticism** if the team asked for that. Describe the process, not the person.
- **2–3 actions, not ten.** Small changes the team will actually make.
- **Every action gets an owner.** "Whole team" is fine only for a team rule.
- **Keep rejected ideas** under "Ideas" — they're useful next time.