

# Retrospective Exercise

## December 3, 2009

Part A – Hold retrospective and capture outcomes

Part B – Report out/share the work

**Retrospective Requestor:** Ainsley

**Request:** Hold a Retrospective of the *complete experience of this Dinner Meeting*

### Retrospective Purpose:

- To provide some practical experience in the concepts and conduct of retrospectives
- To provide the IEEE SVC TMC dinner organizers with information on how to improve the dinner meeting process
- To provide Ainsley with information on how to improve this presentation

### Retrospective Process:

- Verify common understanding of the Request, Purpose and Process
  - Is Safety an issue?  
*“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.”*
  - Agree on a group decision-making process if needed
1. Gather data – **create a Timeline** of events and use color dots to add perspectives.
    - Red – stressful, upsetting, unhappy
    - Yellow – confused, cautious, surprised
    - Green – successful, satisfied
    - Blue - challenged
  2. Surface and capture the learnings. Try the questions below to initiate discussion; **write each learning on a sticky note.**
    - What jumps out as most significant?
    - What worked well?
    - What puzzled you? Surprised you?
    - What should be done differently next time?
    - Are there any patterns?
  3. Generate recommendations/action items from the learnings; **write each on a sticky note and join with the associated learning note(s).**

We'll create a group post of the outcomes into the following categories during the Report Out:

- Continue doing
- Stop doing
- Try doing