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.

- We can control this - direct action
- We can influence this - persuade or recommend action for someone else
- Everything else - don’t spend too much effort here
Before the Retro

There 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.
**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.

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

**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.

**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.
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.
1. (Optional ice breaker activity) Pick a warm-up exercise from the black page called Spotify Retro Kit: Warm up.

2. Follow up on action points from previous retro.

3. Everyone writes post its connected to the areas from the previous step. Group topics. They can be from different areas. Prioritize by dot voting.

4. Draw the picture above on a whiteboard. Explain the areas mentioned on the right.

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

6. Discuss topics by number of dots. Suggest action points (improvements) and write them down.

7. Find an owner for each action. Beware of taking on too much!

8. “How good was the retro?”

9. “What would make it a five?”

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

2. Follow up on action points from previous retro

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

4. Draw the table above on a whiteboard. Explain the areas mentioned on the right.
   - + = Things liked
   - Δ = Things to change

5. Discuss topics by number of dots
   - Suggest action points (improvements) and write them down

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

7. Find an owner for each action
   - Beware of taking on too much!
   - Done!

8. Fist to five*
   - “How good was the retro?”
   - “What would make it a five?”

* See the black page called Retro Kit: Voting
Everyone writes post-its connected to the areas from the previous step.

Draw the picture above on a whiteboard.

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

Discuss topics by number of dots.

Find an owner for each action.

Follow up on action points from previous retro.

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

2. Follow up on action points from previous retro

3. Proud & Worried

3. Tech | Process

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

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

7. Discuss topics by number of dots

8. Find an owner for each action

9. "How good was the retro?" "What would make it a five?"

* See the black page called Retro Kit: Voting
Lean Coffee

1. (Optional ice breaker activity) Pick a warm up exercise from the booklet in your retro kit.

2. Follow up on action points from previous retro.

3. Sit around the table and create three columns as in the picture above.

4. Everyone writes post its on the topics they want to discuss.

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


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

   - 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.

8. Find an owner for each action.

   - Beware of taking on too much!

   - DONE!

9. Fist to five.*

   - "How good was the retro?"
   - "What would make it a five?"

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

* See the black page called Retro Kit: Voting.