Discover new possibilities for xxx: "Quarter Retrospective"

DISCOVERY

OVERVIEW — 10 min

MEET THE TEAM;)

Lorem Ipsum | Dolor Sit Amet

GROUND RULES

Show up on time
Turn your camera on
Mute when not speaking
Let everyone participate
Listen with an open mind
No judging, there is no bad idea
Timeboxes are crucial
Have fun!

KEEP IN MIND!
What happens in retrospective stays in retrospective except actions!

AGENDA

Discovery: Speak, listen&discover what is important for us

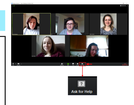
Stay focused: Decide what to work on

Make it happen: Generate suggestions

Space for Questions: Ask questions to leaders clarifying gray areas

Tools

zoom



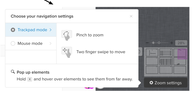
MURAL

COLOR CODES

You will be sent to Breakout Rooms for small discussion groups. Please use sticky notes of the same color as your room name.

TEAM YELLOW	TEAM ORANGE	TEAM GREEN
TEAM BLUE	TEAM PINK	TEAM PURPLE

For a better navigation experince (on the bottom right of the page)

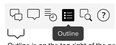


Mini Game

1. Go to "Warm-up" section using Outline.
2. Follow the instruction :)

Good luck!

Outline is on the top right of the page
It helps you to navigate and focus easily.



Outline is on the top right of the page
It helps you to navigate and focus easily. on section hover over the icon (on the top right of the page)

WARM-UP — 5 min

STEP 1

Add a sticky note.

Click the "Sticky" icon on the left of the page to create sticky note

STEP 2

Write your answer into sticky note for the question below

If our product would be a living creature what it would say us?

DISCOVER — 45 min

Share stories regarding our process, tools and relations

Invitation

- Discover current the Quarter from different perspectives
- Share your stories as small groups in Breakout room
- Take notes while listening
- Turn back to main session and share your findings as a group

Sequence of Steps and Time Allocation

While in Breakout Rooms
- 5 min (for all) - Introduce yourself first.
- 2 min Pick someone as a representative who will speak for the team and facilitate the room like sharing screen/keeping timebox
- 15 min (for all) - Share your stories:"What was good, bad and ugly for the Q2"
- While someone shares, the others create Sticky notes reflecting what they are hearing put it under related topic (Good/bad/ugly?)
- 5 min - Wrap-up your findings as group

When you come back to the main session
- 2 min/each Each representative shares findings to everyone.

THE GOOD | THE BAD | UGLY

BREAK TIME — Lets's meet at:

Please just turn off your video and mute yourself otherwise you can loose your breakout room

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STAY FOCUSED

VOTING — 10 min

Invitation

- Take a look at clustered items
- If you need to adjust just drag the sticky to related cluster
- Use 3 dots for voting

Keep in mind: Use your votes to define some improvement points regarding our process, tools and relations

Sequence of Steps and Time Allocation

- 5 min - Read the cluster names and check the stickies related to it.
- 3 min - Vote for 3 topics needed to create solutions

Just copy and paste this dot

SUGGESTIONS — 45 min

Invitation

- Discuss about your topic as a group
- Make suggestions to improve things
- Share your suggestions in the community

Sequence of Steps and Time Allocation

While in Breakout Rooms
- 15 min - Deep dive to your topic & write all the possible suggestions as a group

When you come back to the main session
- 3 min/each Each representative shares suggestions to everyone.

Find SMART solutions

While someone shares
- The others can ask questions to clarify
- Put a green dot if you like the suggestion for the tribe

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SMART Goals

Specific: what do we want to accomplish?

Measurable: how will we know when we've accomplished it?

Achievable: is the goal realistically possible to attain?

Relevant: is the goal worthwhile and applicable at this time?

Time-bound: when do you want to accomplish it?

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BREAK TIME — Lets's meet at:

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MAKE IT HAPPEN

ACTIONS FOR TRIBE — 20 min

Invitation

- We'll start to move top voted suggestions
- Help us to refine actions

SMART Goals

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Achievable: is the goal realistically possible to attain?

Relevant: is the goal worthwhile and applicable at this time?

Time-bound: when do you want to accomplish it?

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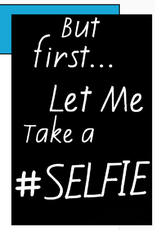
SPACE FOR QUESTIONS

Invitation

- Now we have our actions
- If you have any questions to managers, it's the best time!

ALL THE FEEDBACKS ARE WELCOMED

Invitation

- What do you think about the workshop?
- What did you like most?
- How could be improved?