# The Project Retrospective Meeting

## Goal

Review the project and identify key learnings that will change how we work going forward.

## Duration

1 to 3+ hours

## Agenda

### 1.0 Welcome

Confirm the meeting goal and expected results.

### 2.0 Project Review (15 minutes)

Review the project history and results. This will refresh our memories and ensure everyone knows both what was supposed to happen and what actually happened.

### 3.0 What did we learn?

Next we'll share our insights and prioritize the top ideas for improving future projects.

**Successes**:

* + - * What worked really well during this project?
      * What should we make sure we do again in the future?

**Challenges:**

* + - * Where did we run into challenges?

**Other Insights:**

* + - * Where did we get lucky?
      * What was unexpected?
      * Who helped you on this project?

### 4.0 Priorities: What matters most? (5 minutes)

Review the list of insights and identify the top 3 to 5 priority themes.

### 5.0 Changes to Make: Action Plan

Given these priorities, what should we change for future projects?

* + Discuss each priority item.
  + Capture specific action items detailing who will do what by when so that the next project can benefit from what we've learned.

### 65.0 Closing and Evaluation (10 minutes)

* + Check for completion: Anything else that needs to be said?
  + Review the action items.
  + Acknowledgements
  + Rate the meeting: Was this a good use of your time?

## Resources

### Overview

Read about this Project Retrospective Meetings on the Lucid Meetings Blog

<http://blog.lucidmeetings.com/blog/how-to-lead-a-successful-project-retrospective-meeting>

### How-To Guide and Template

Online meeting template with full 12-page Facilitator’s Guide *(Lucid Meetings account required)*

<https://meet.lucidmeetings.com/meeting_template/3349>