

# How to Run a Quick Retro on Your Working Team Agreement

Teams use this process to review and update their working team agreement. This conversation can be scheduled as a stand-alone meeting or as part of a regular team meeting.



**Purpose:**

To review a working agreement and improve it.

**Intended Outcomes:**

- Reminders about what's in the agreement
- Insight into what's working and what should be improved
- A list of specific changes to make

**Duration:** 15 to 30 minutes

## When to Schedule this Meeting

Retrospectives, or after action reviews, help your team capture what you've learned and use these insights to improve your work. This means you should schedule retros frequently when trying something brand new. Once you settle into a way of working that feels pretty good, schedule periodic retros to refresh your agreement. This keeps the agreement relevant and prevents an eventual slip into counterproductive habits.

Here's a sample schedule.

- Retro 1: 2 weeks after creating your agreement
- Retro 2: 4 weeks later
- Retro 3: 4 weeks later
- Retro 4: 3 months later
- Retro 5: 3 months later
- Retro 6+: every 6 months

## Preparation

Before the meeting, send your team the most recent version of your working team agreement. Ask them to review it and come prepared with their suggested improvements.

## Process

Follow the standard action review process, where you and the team discuss:

1. What happened? Review the facts
2. So what? Share your feelings, preferences, and insights
3. Now what? Decide on changes to make

Use these questions to guide the conversation.

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### What happened?

Begin by reviewing the facts. At this stage, there's no judgment - just data. Talk about what did or did not happen to make sure everyone has a shared understanding of the situation.

- Which part of this agreement did we follow?
  - Which parts of the agreement did we ignore?
  - What are we doing that isn't covered by our working agreement?
  - What's changed since we created this agreement?
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### So what?

Now, discuss your preferences and opinions about what happened. Maybe the team ignored some parts of the agreement, and that was totally fine. You can remove those items going forward. Maybe everyone rigidly followed other agreements and it slowed them down. Or maybe some people followed the agreement while others didn't, frustrating everyone.

This is your team's opportunity to share how this agreement is impacting them and what they'd like to change. Sample questions:

- What's working well?
  - What feels awkward?
  - What flat-out doesn't work?
  - What do you feel is missing?
  - What isn't clear in practice?
  - What should be simpler or more efficient?
  - What do you love about how we work?
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### Now what?

It's time to get specific. Ask the group:

*"Based on what we've learned, what specifically should we change? What should our updated agreement say?"*

Document your updated agreement and confirm the date for your next retro.



## Useful Resources

Check out these related templates and guides.

- Guide: [The Lucid Guide to Action Reviews](#)
- Guide: [How to Create a Working Team Agreement](#)