THE COOPWORKING EXPERIMENT

STEP 5

RETROSPECTIVE

What is retrospective for?

The retrospective is an event that helps to reflect about the way our team worked together and to discover and propose ways to enhance it. It is focused on "how" we have worked together, rather than on "what" we did achieve.

1. Preparation

One team member or an external person assume the role of facilitator with the duty of ensuring the strict respect of times and rules.

To carry out the activity you just need this template (if possible printed in A2 or A1 size), post-its and markers.

2. Collecting ideas (15 minutes)

Every team member answers individually and without talking to others to each of the questions in the template, noting as many answers as he/she can think in post-its.

The rule is: one post-it = one idea, do not mix and sum different ideas in the same post-it.

At the end of this stage everyone can select just one post-it (one idea) for each box of the template and stick it: hence if someone has formulated multiple ideas for a specific box, he/she has to choose and prioritise the one that he/she considers of the greatest value.

3. Analysis and synthesis (20 minutes)

Team members, with the help of the facilitator, share all these ideas, discussing among them in order to reach a consensus about the most relevant insights and proposals.

At the end the team as a whole needs to agree and select 2 ideas/insights maximum for each box.

4. Closure (5 minutes)

During retrospective closure it is important to carry out a group reflection about what the team has discovered about itself and about the behaviours that can help the team to perform better.

TOOL FOR STUDENTS 2

STATEMENTS	JUSTIFICATIONS
Things we have done so well…that we note them down so we shall not forget them!	How do we know we performed them so well?
Things that have not worked	Can we answer three times consecutively to the question "WHY?"
Insights and ideas to work better	How could we put them in place?
Things we shall stop doing	What prevent us from avoid doing them?

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