

Mini-guide

- Draw 6-8 cards per Retro (not all of them). Pay attention to the variation of categories; we've color-coded them for you.
- Take two minutes to think or write silently, then cluster, then prioritize.
- Always ends with a maximum of 3 actions (owner + date) for the next sprint.

Check-in & Fokus

What went well

Blocker & Friction

Communication &
Meetings

Quality, Definition
of Done & Rework

Cooperation &
psychological
safety

What one thing from the last sprint makes you proud?

What drained the most energy from you in the last sprint?

If the last sprint were a weather: which one would it be - and why?

What do you absolutely want to address in this retrospective before we wrap up?

What are your expectations for the next sprint in one sentence?

What went well - and how can we repeat it effectively?

What decision gave us speed?

Which aspects of the team collaboration worked particularly well?

What helped us to stay calm despite the pressure?

What small ritual had a big impact?

What blocked us – and what really caused the blockage?

Where were we waiting for answers (internally or externally)?

Which thread has been blocked for days without anyone openly saying so?

What dependence has held us back the most?

Where did we start too many things at once?

Were there too many meetings, and what information could have been shared asynchronously?

Which decision remained "between the lines" instead of being recorded in the minutes?

Where was the context lacking, causing us to lose time in the meeting?

Which notifications kept interrupting us?

Which question should have been answered earlier (in writing)?

What have we marked as "finished" even though it wasn't actually finished (definition of done)?

Which work was repeatedly returned – and why?

What quality control check was missing, even though it would have been simple?

Where did misunderstandings arise regarding acceptance/delivery?

What standardized checklist would help us immediately?

Where have we sensed finger-pointing – and how can we stop it next time?

What prevented you from giving open feedback?

What information did a person on the team receive too late?

How fair did the task distribution feel (1-10) and what do we change?

What does the entire team need, to work more courageously, carefully, openly, independently or interactively?

The procoli team wishes you
much success.



We are developing the first collaboration software for seamless project management without tool limitations.