

"They always say time changes things, but you actually have to change them yourself." -- Andy Warhol

"I hear and I forget. I see and I remember. I do and I understand." -- Confucius

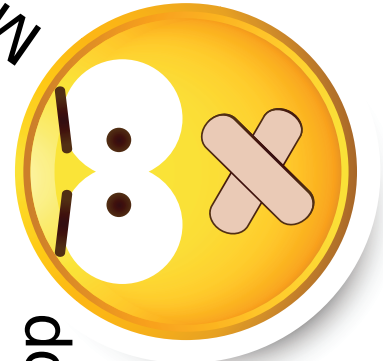
"We need to be the change we wish to see in the world." Mahatma Gandhi

"The way to get things done is not to mind who gets the credit." Benjamin Jowett

"Nobody gives you power. You just take it!" Roseanne Barr

Please tell us about your experience using this sheet. Send feedback to: [feedback@dialoguesheets.com](mailto:feedback@dialoguesheets.com)

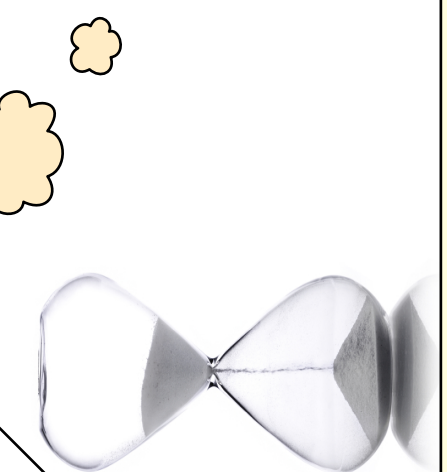
**9. Do different**  
Make a list of things you could do differently next sprint to work better. Include as many ideas as possible - at least 4!



**8. Stop**  
Is there anything you should stop doing?

This way round...

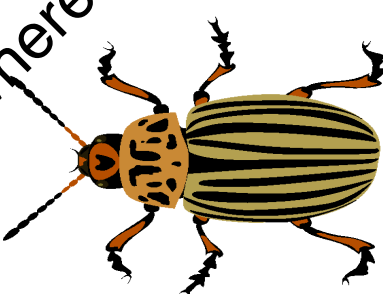
**7. Keep**  
Collectively make a list of all the things you did which you want to keep doing. Make a long list, include all ideas then quickly count (and record) how many of you agree with each idea.



How much time have you left? Enough?

**6. Difficulties**  
What difficulties did you encounter during this sprint?

Record the difficulties on the timeline or elsewhere sheet.



**10. Action plan**  
From the lists in #8 & #9 choose 3 things you will do, or not do, to make the next piece of work better?



Nearly there....

#1 .....  
#2 .....  
#3 .....



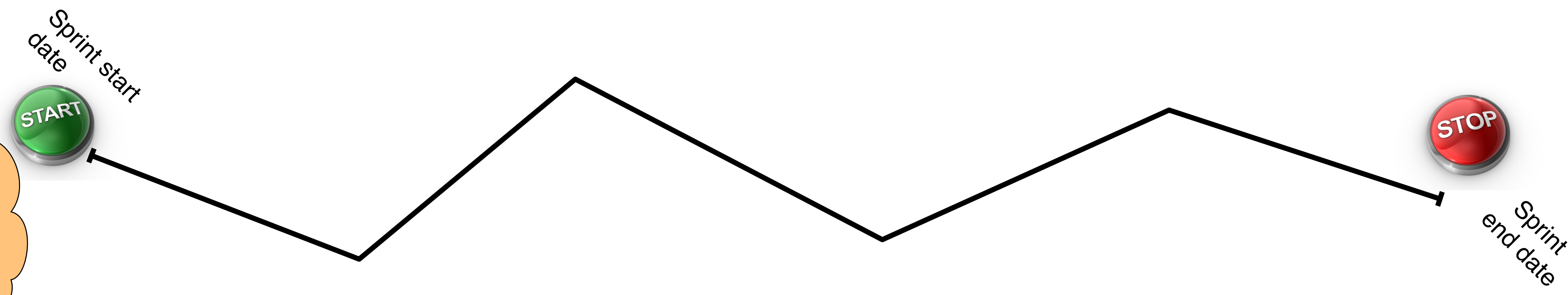
**11. Who?**  
Note the names of everyone who took part in this exercise here

The team

.....  
.....  
.....  
.....  
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.....

## Retrospective Dialogue Sheet (Sprint V5 A1 - General)

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Use this space however you like notes, ideas, comments and suggestions - you can write **anywhere** you like on this sheet!

**1. Start here**

This is a dialogue sheet, it is designed to promote good conversation. Team members should seat themselves equally around the sheet so each question can be read by at least one person easily. Take one question at a time, **skip questions if you like**. The person closest to the question should read out the question and take notes of the discussion. Each person should get a chance to read and note at least one question.

Does everyone have a pen to write on this sheet?

**2. Set up**

Agree how long you will spend working on this sheet and write it in this box:  
  
If time is short then, in the box next to each question, write the number of minutes you will spend on the question.

**Kerth's Prime Directive**  
Regardless of what we discover, we must understand and truly believe that everyone did the best job he or she could, given what was known at the time, his or her skills and abilities, the resources available, and the situation at hand.

**3. Set up**

Does everyone agree to follow Kerth's *Prime Directive* (left) while working on this sheet?

The aim of this sheet is to find better way of working, not to apportion blame. Focus on the cause of problems and not the individuals involved.

This way round...



**4. Create a timeline**

Create a timeline for the sprint you are considering in the space above.

Mark the start and end of the sprint (iteration) then mark significant and memorable events.



You don't have to agree on everything, discussion is good. Talk about both sides of the argument

**5. Successes**

What do you consider to be the greatest successes of this sprint?

Highlight successes on the timeline or write it on the sheet.

Remember to let the question reader lead the discussion



**6. Difficulties**  
What difficulties did you encounter during this sprint?

Record the difficulties on the timeline or elsewhere sheet.

