Hypercontext

Retrospective Meeting

Whether you've just finished a big project or campaign, use this retro meeting template to gather and document learnings and insights to improve your processes.

☐ **Review goals of the project - did we hit them?**

Summary: | Next Steps:

_____ | _____
_____ | _____
_____ | _____

☐ **How do we feel things went?**

Summary: | Next Steps:

_____ | _____
_____ | _____
_____ | _____

☐ **What should we START doing?**

Summary: | Next Steps:

_____ | _____
_____ | _____
_____ | _____

☐ **What should we STOP doing?**

Summary: | Next Steps:

_____ | _____
_____ | _____
_____ | _____

☐ **What should we KEEP doing?**

Summary: | Next Steps:

_____ | _____
_____ | _____
_____ | _____