GoWall ®

GoWall Best Practices: Template Guides
Basic Agile Retrospective

▶ This guide will help you run a successful Agile Retrospective Meeting using an existing Agile Retrospective Template that is instantly accessible within GoWall.

V 1.0

Table of Contents

1.0 Overview	2.0 Access In-App Template	3.0 Before the Meeting	4.0 Running the Meeting

About the Agile Retrospective

➢ The Agile Retrospective is used in Agile Development environments and provides the team an opportunity to reflect and identify ways to improve for the next sprint.

➢ The Agile Retrospective In-App Template, accessible on the next page, focuses on the major questions used to spark group input about the performance of the sprint and collect suggestions regarding future improvements.

⚠ Note: Every Best Practices Template in GoWall includes an 'Action Item' topic and a 'Meeting Feedback' topic.

Agile Retrospective Requirements

Skill Level:
Basic

Pre-Meeting Preparation Time:
5 - 15 minutes

Estimated Actual Meeting Time:
60 - 90 minutes

Works Best for these Meetings:
In-Person, Remote, Hybrid

Suitable for Asynchronous Meetings:
Yes

Agile Retrospective Resources

Read more about Agile Retrospectives:
Click Here

2.0 Access your Template →

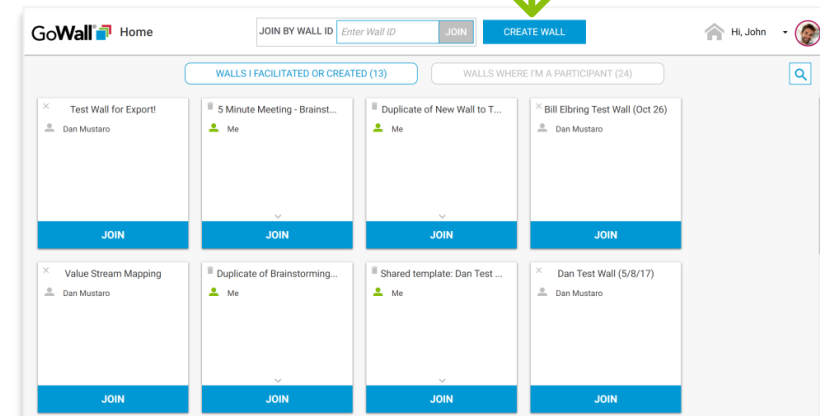| 1.0 Overview	2.0 Access In-App Template	3.0 Before the Meeting	4.0 Running the Meeting

2.1 Login to GoWall

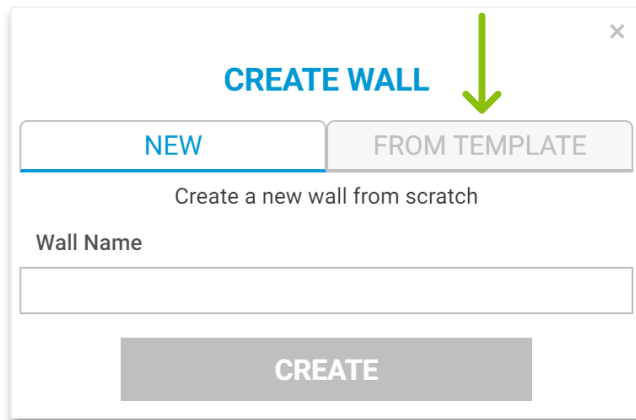- Go to www.gowall.com, select 'Login', and login to GoWall.

2.2 Select 'Create Wall'

- From the 'Home' screen, select 'Create Wall'.

2.3 Select 'From Template' tab

- On the 'Create Wall' pop-up, select the 'From Template' tab.

CREATE WALL

| NEW | FROM TEMPLATE |

Create a new wall from scratch

Wall Name

CREATE

2.4 Select 'Best Practice Templates'

- Open drop down menu and select 'Best Practice Templates'.

CREATE WALL

| NEW | FROM TEMPLATE |

Create a new wall using an existing template

All Templates

Template   Date ↑ ↓

Search by

All Templates

📁 Best Practice Templates

👤 Templates I Created

⭐ Templates I Favorited

🔗 Templated Shared with Me

☆ 📁 Best P

☆ 📁 Best P

☆ 📁 Best P

☆ 📁 Best Practice: SWOT Analysis

GoWall®
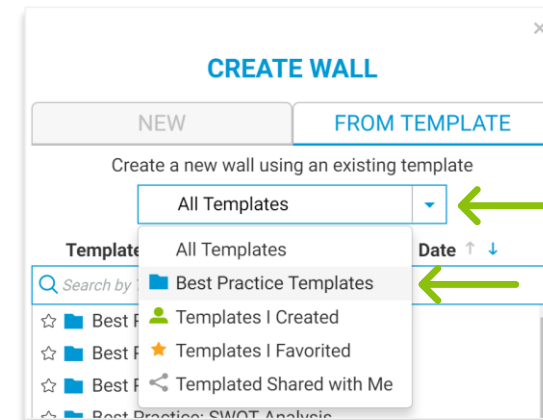
2.5 Select your Template

- Select 'Agile Retrospective' from the Best Practice templates.

CREATE WALL

NEW	FROM TEMPLATE

Create a new wall using an existing template

📁 Best Practice Templates ▾

Template Name ↑ ↓   Date ↑ ↓

🔍 Search by Template Name

☆ 📁 Best Practice: Basic Brainstorming
☆ 📁 Best Practice: Agile Retrospective ⬅
☆ 📁 Best Practice: Basic Problem Solving
☆ 📁 Best Practice: SWOT Analysis
☆ 📁 Best Practice: Ice Breakers
☆ 📁 Best Practice: VUCA Analysis

Showing 1-6 of 6 Templates

📁 Best Practice   👤 I Created   ⭐ I Favorited   ⤳ Shared With Me

2.6 Select 'Create'

- Select 'Create' to add this template to your Walls.

CREATE WALL

NEW	FROM TEMPLATE

Create a new wall using an existing template

If desired, rename Wall

Shared template: Best Practice: Agile Retrospective

BACK	CREATE ⬅
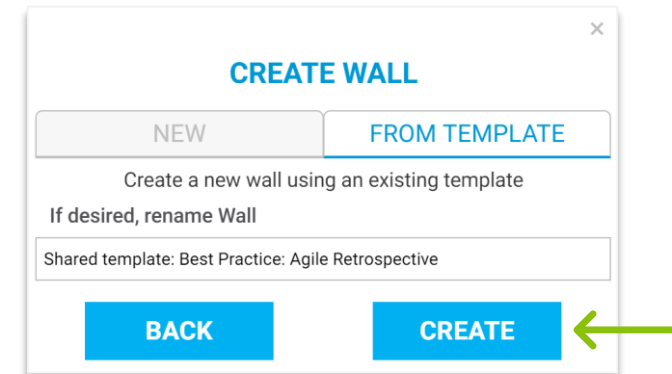
3.0 Before the Meeting →

3.1 Join your Wall

- Join the Wall you just created in '2.0 Access your Template'.

As a Best Practice, we recommend you identify your meeting objectives and how they may impact your specific Wall Setup.
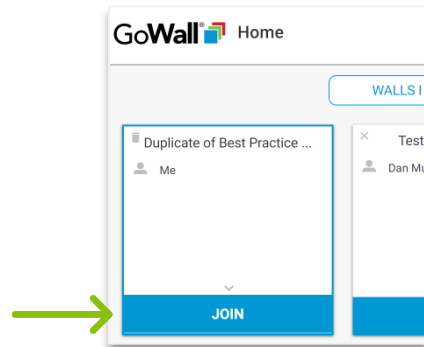
3.2 Go to Setup

- Select the 'Setup' icon.

3.3 Review Wall Name

- If desired, rename your Wall.

Wall Title | Best Practice: Agile Retrospective

Click on the Wall Title to rename it.

3.4 Review Topic Names

- If desired, rename your Topics.

Topics	My Stored Lists		Sub-Topic	Color	Content	Anonymous	Hide	Featured	Delete
Topic Names									
Accomplishments		ⓘ	0	🟩	Required	○	○	○	🗑
Challenges		ⓘ	0	🟥	Required	○	○	○	🗑
Improvements		ⓘ	0	🟪	Required	○	○	○	🗑
Action Items		⊕ⓘ	2	🟧	Required	○	○	○	🗑
Meeting Feedback		⊕ⓘ	0	⬛	Required	○	○	○	🗑

Click on any Topic Name to rename it.

🔗 *Read more*

3.5 Review Topic Information

- If desired, update the Topic Information for each topic. 🔗

| Topics | My Stored Lists |

| Topic Name (5) | Sub-Topic | Color | Content | Anonymous | Hide | Featured | Delete |

Accomplishments ⓘ 0 ▼■ ▼ Required ○ ○ ○ 🗑

| Sub-Topics | Topic Information |

B *I* U ≡ ≡ ≡ ≡ ≔ ≔ ⇤ ⇥ 🔗 A A

What did we accomplish in the last sprint? Work-wise? People-wise?
Did any of the improvements made after the last sprint contribute to the success of this sprint? If so, how? ←
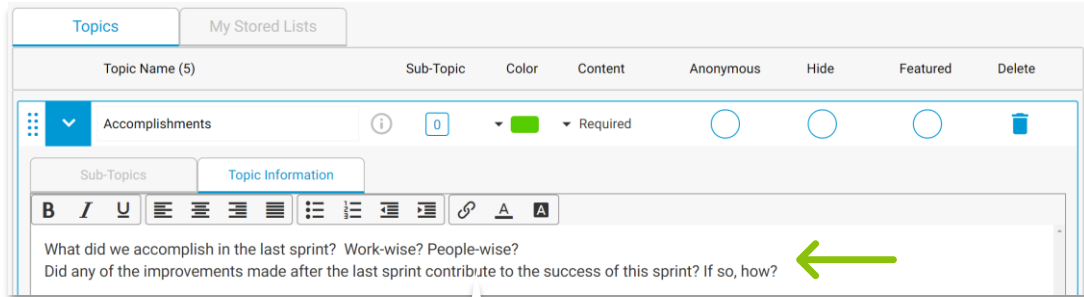
GoWall Best Practice: Agile Retrospective
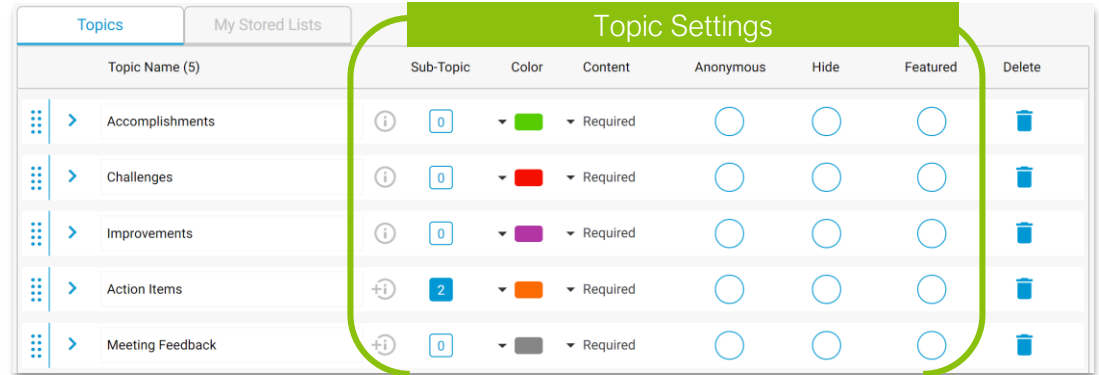2 people (1 present)

NEW NOTE → ⓘ What did we accomplish in the last sprint? Work-wise? People-wise? Did any of the improvements made after the last sprint contribute to the success of this sprint? If so, how?

■ Accomplishments ▸

The Topic Information field is used to provide additional information or instructions about a selected topic. Topic Information appears next to the 'i' icon on the 'Notes' screen.

3.6 Review Topic Settings

- If desired, update the topic settings. 🔗

| Topics | My Stored Lists | | | | Topic Settings | | | |

Topic Name (5)	Sub-Topic	Color	Content	Anonymous	Hide	Featured	Delete
⋮ › Accomplishments ⓘ	0	▼■	▼ Required	○	○	○	🗑
⋮ › Challenges ⓘ	0	▼■	▼ Required	○	○	○	🗑
⋮ › Improvements ⓘ	0	▼■	▼ Required	○	○	○	🗑
⋮ › Action Items ⊕ⓘ	2	▼■	▼ Required	○	○	○	🗑
⋮ › Meeting Feedback ⊕ⓘ	0	▼■	▼ Required	○	○	○	🗑

3.7 Invite People

- When you're ready, invite people to your Wall.

Wall Title	Best Practice: Agile Retrospective				
Web Conferencing 🎧		Wall ID	12345678910	Copy Link	Wall Access ✓ OPEN ▾
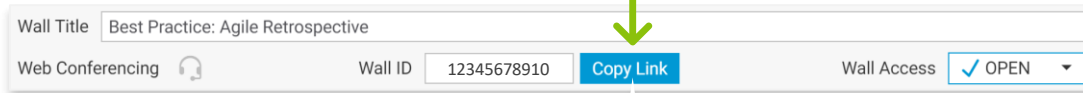
Copy Link

This button automatically creates a shareable hyperlink to join your Wall. You can paste and share this hyperlink in email, IM and more. When Users click on this link, they will be prompted to 'Log In' (or 'Sign Up' for a new account) to join your Wall.

As a Best Practice, we highly recommend you review the next section, 'Running the Meeting', before you start your meeting.

4.0 Running the Meeting →

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4.1 Start your Meeting

➢ Welcome Participants

➢ State Purpose

➢ Share Objectives

➢ Review Agenda

Legend

◩ *Within GoWall App*

➢ *Independent of GoWall App*

∞ *Read More*

4.2 Introduce GoWall

➢ Introduce GoWall

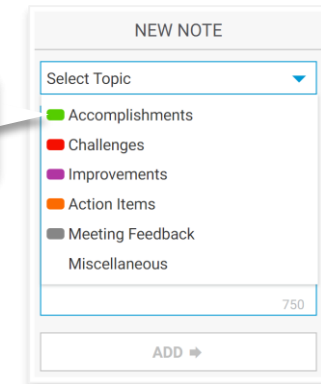◩ Provide GoWall Access *

◩ Share GoWall Basics ∞

* Provide GoWall Access by using 'Copy Link' to create a shareable hyperlink to your Wall that you can paste and share in emails, instant messages and more.

Setup

Copy Link   Wall Access   ✓ OPEN

⚠ Note: If Web-Conferencing is being used, distinguish GoWall as a distinct app launched in a separate tab or window.

Within GoWall App   *Independent of GoWall App*
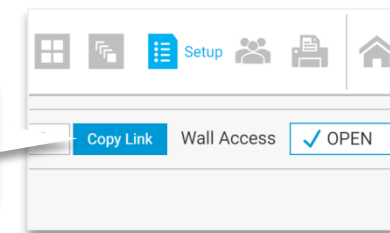
4.3 Capture Input

- Ask Participants to select the 'Accomplishments' Topic *
- Have Participants Add Notes
- Encourage Participants to Comment on Existing Notes **

* Ask Participants to select the 'Accomplishments' Topic from the 'Select Topic' dropdown menu.

NEW NOTE

Select Topic ▼

🟩 Accomplishments
🟥 Challenges
🟪 Improvements
🟧 Action Items
⬛ Meeting Feedback
　 Miscellaneous

750

ADD ➡

4.4 Refine & Analyze Input

- Review Notes and Discuss Results

⚠ Note: Repeat the above steps (4.3 and 4.4) as needed until all Topics have been reviewed.

🚩 ID 7

John Smith

Participants can use the 'comment' button located at the bottom left corner of a note to add comments. The numeric counter to the right of the comment shows the total number of comments associated with this note.

💬 4   ⌄   👍

🟦 Brainstorming Topic

** Encourage Participants to add 'Comments' to specific notes during review and discussion.

∞ *Read more*   *Within GoWall App*   ➤ *Independent of GoWall App*
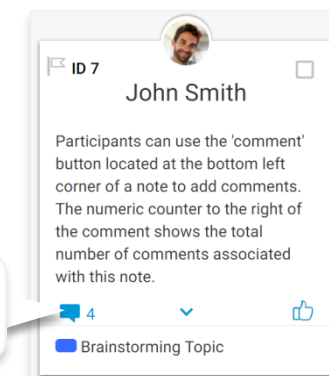
4.5 Close your Meeting

- Assign Action Items*
- Request Meeting Feedback
- ➤ Review Next Steps and Close Meeting
- Export GoWall Notes** ∞

* Assign action items using the 'Action Items' topic. Similarly, ask for meeting feedback using the 'Meeting Feedback' topic.

NEW NOTE

Select Topic

- ■ Action Items
- ■ Meeting Feedback
- Miscellaneous

** Instantly Export GoWall Notes to Excel for immediate distribution.

🔲 Notes
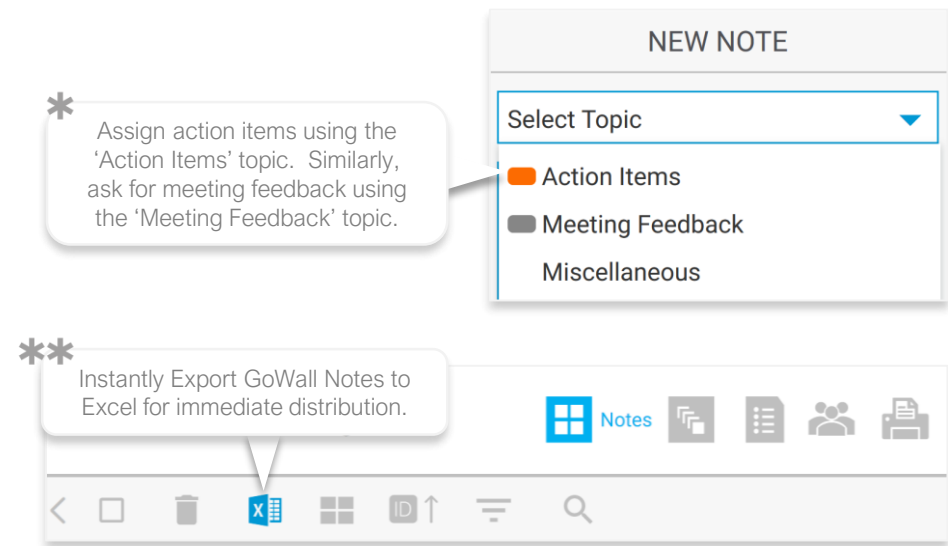
▪ Additional Resources

GoWall How-To Guides:
Click Here