# Retrospective Meeting Notes

*Purpose:* This document captures the outcomes of a retrospective meeting, including what went well during the project or sprint, what didn't go well, and ideas for improvement to guide future actions and foster continuous improvement.

## Meeting Information

* **Date:** {meetingDate}
* **Project/Team:** {projectName}
* **Facilitator:** {facilitator}
* **Attendees:** {attendees}

## What Went Well

{#positives}

* {item}

{/positives}

## What Didn’t Go Well

{#negatives}

* {item}

{/negatives}

## Ideas for Improvement

{#improvementIdeas}

1. {idea}

{/improvementIdeas}

## Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| **Action Item** | **Owner** | **Due Date** | **Status** |
| {#actionItems}{action} | {owner} | {dueDate} | {status}{/actionItems} |

## Additional Notes

{additionalNotes}