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We're going to cover...

- What is a retrospective?
- How should a community retrospective be conducted?
- When the retrospective is over, what happens next?







A Retrospective is a ceremony held at the end of each iteration in an agile project. The general purpose is to allow the team, as a group, to evaluate its past working cycle. In addition, it's an important moment to gather feedback on what went well and what did not.

<u>5 Things You Need To Know To Facilitate A Retrospective</u>, José Alberto Zimermann



... the open source community version

Public, not private



... the open source community version

To the company, I represent the community.

To the community, I represent the company.

I must have both of their interests in mind at all times.



... the open source community version

- Public, not private
- Follow-through is (even more) important



... the open source community version

- Public, not private
- Follow-through is (even more) important
- Code of Conduct must be enforced



Encourages open and honest feedback



- Encourages open and honest feedback
- Gives you a tangible way to keep track of feedback



How should a community retrospective be conducted?





• Who do you invite?



- Who do you invite?
- What expectations do you have?



- Who do you invite?
- What expectations do you have?
- Who is officially responsible to run the retrospective?

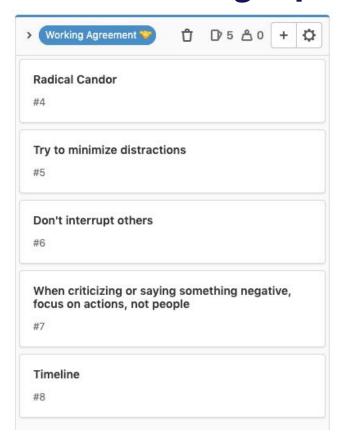


- Who do you invite?
- What expectations do you have?
- Who is officially responsible to run the retrospective?
- Do you have the bandwidth to follow up on action items?



Establish working agreement







- Establish working agreement
- Identify roles



- Establish working agreement
- **Identify roles**
- Confirm timeline



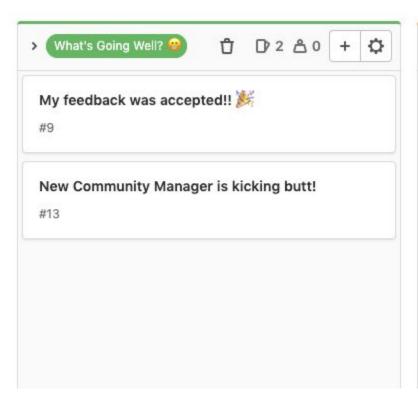
Timeline:

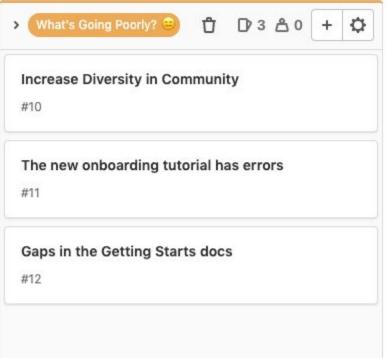
- 0:00-5:00: review previous action items if necessary; add last-minute cards. (5 minutes)
- 5:00-8:00: read What's Going Well (3 minutes)
- 8:00-10:00: vote on What's Going Well (2 minutes) remind folks they get two votes, and they also have a wildcard that they can put
 in either column
- 11:00-25:00: discuss top What's Going Well and create action items, if any (14 minutes)
- 25:00-28:00: read What's Not Going Well (3 minutes) remind folks they get two votes, and if they haven't used their wildcard yet, they have a third available
- 28:00-30:00: vote on What's Not Going Well (2 minutes)
- 31:00-50:00: discuss top What's Not Going Well and create action items, if any (19 minutes)
- 50:00-end: finalize and assign action items, meta-feedback (10ish minutes)

It's ok if things move a little faster than this, but let a good long moment of weird silence elapse before deciding to skip forward. Leave at least five minutes at the end to parse and assign action items.



Execution: Walking Through Issues







Once the retrospective is over, what happens next? ☑

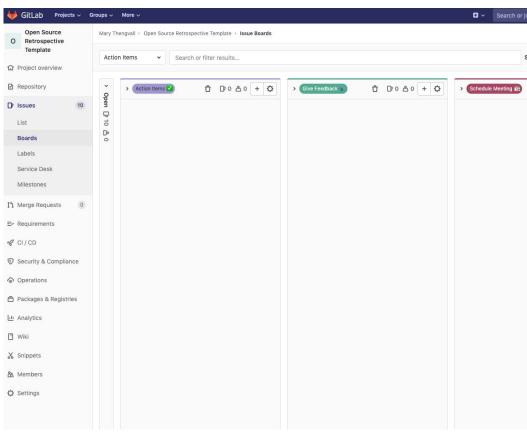


Following up on Action Items

- Communicate feedback
- Update documentation
- Create content
- Schedule meeting



Following up on Action Items





- Public retrospectives give you insight into your community.
- Transparency is key. When is the retro taking place? How can people take part? What happens after the retro? What's the status of the items that were discussed in the last retro?
 Communicate early and often.
- Set expectations. What do you expect from community members? What can they, in turn, expect from you?
- Follow through. Don't make promises you can't keep.



Thank You

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https://gitlab.com/mary_grace/open-source-retrospective-template

#GitLabCommit 2