

VIRTIRA

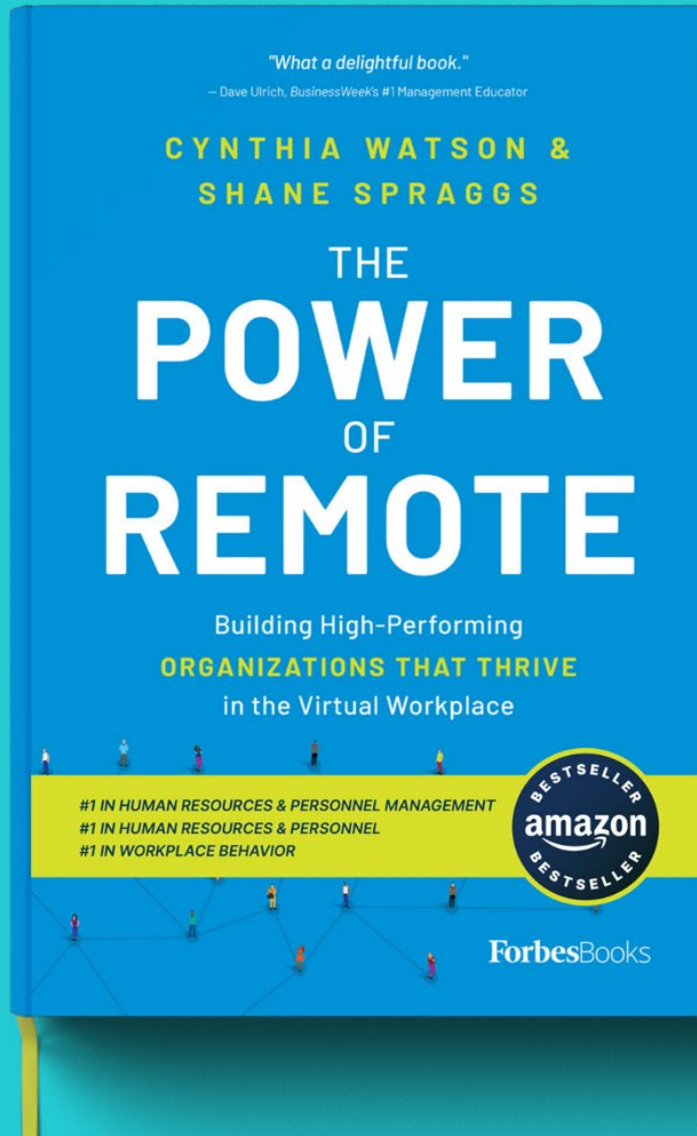
Introduction to Remote Retrospectives

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About Me



Shane Spraggs
CEO, Virtira Inc.



The Power of Remote

With increased demand for hybrid and fully remote work styles, most firms understand that some form of distance work is here to stay – and have put some remote protocols in place. But are they the right ones?



Agenda

- 1 What Is A Retrospective?
- 2 Why Retrospectives are Better
- 3 Demonstration
- 4 How to Prepare
- 5 Running a Retrospective
- 6 Variations
- 7 Questions

What is a Retrospective?

To **reflect** on how
things are going



a **look back** at events
that took place

work that was produced

or the way something was done



Simple Retrospective

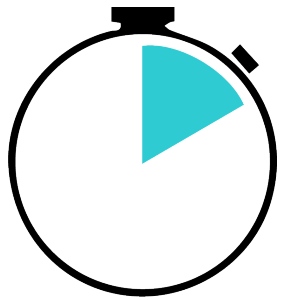
Start, Stop, & Continue - Find pain points within a team

START	STOP	CONTINUE

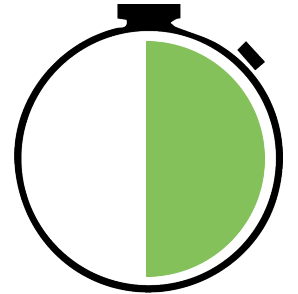
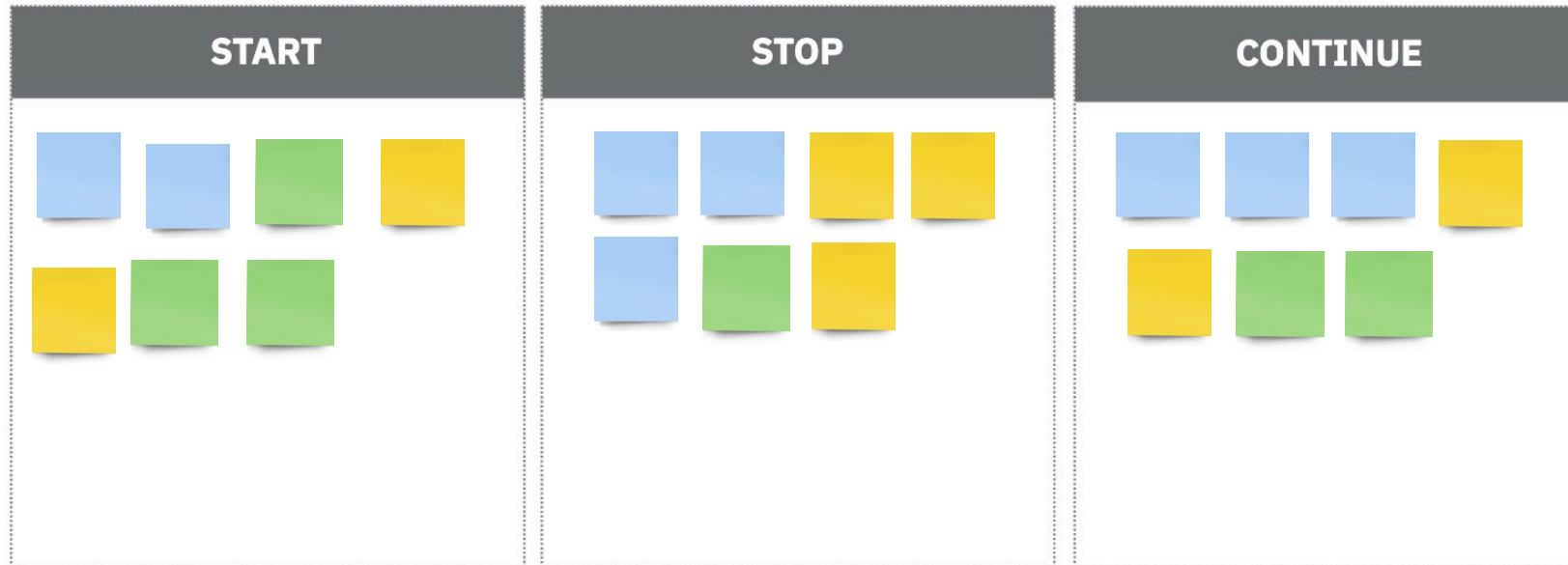


Simple Retrospective

Start, Stop, & Continue - Find pain points within a team



5 – 10
Minutes



90
Minutes Total

Why Retrospectives are Better





A Typical Team Meeting...



**“How can
we make
things
better?”**









What makes the retrospective
format different than your
typical meeting?



Giving
everyone
5-10 minutes...

...gives people
a chance to
reflect

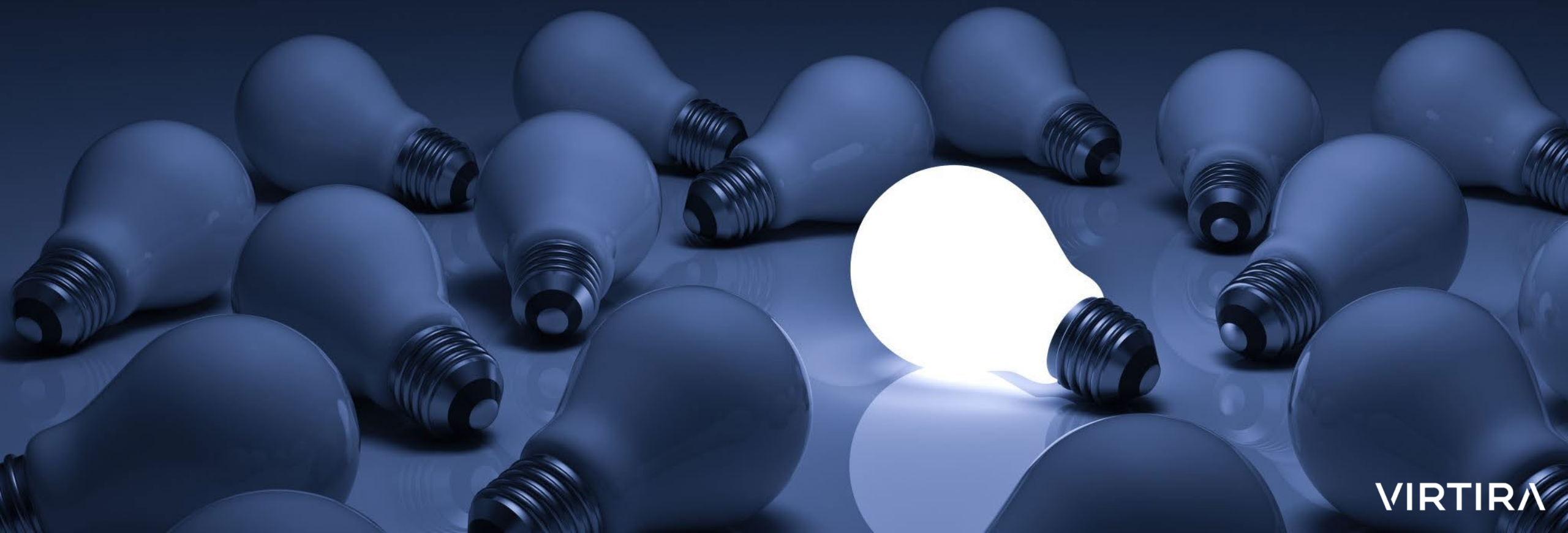


The points that
are most
important to them





Discover common issues and outliers





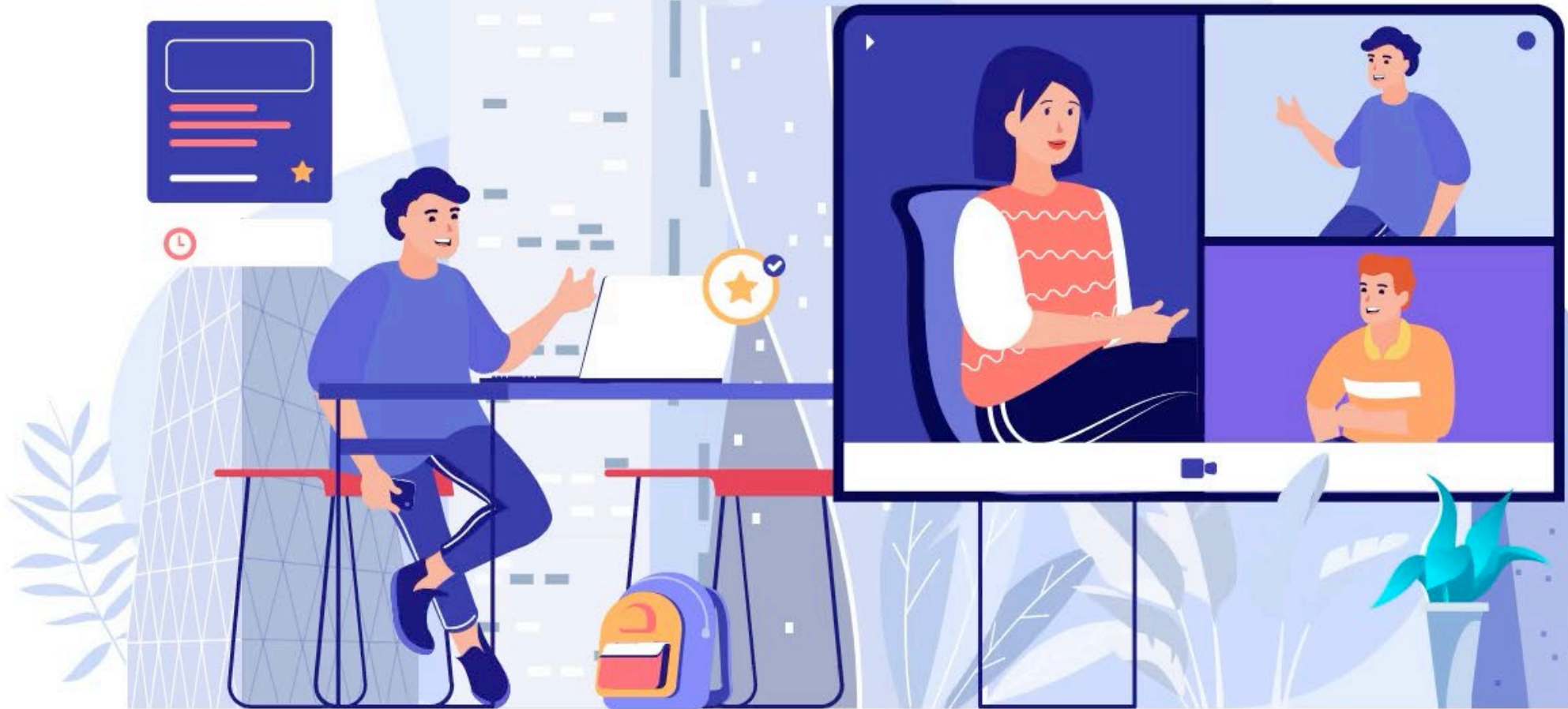
You'll see one to
two individuals
who tend to be
dominant

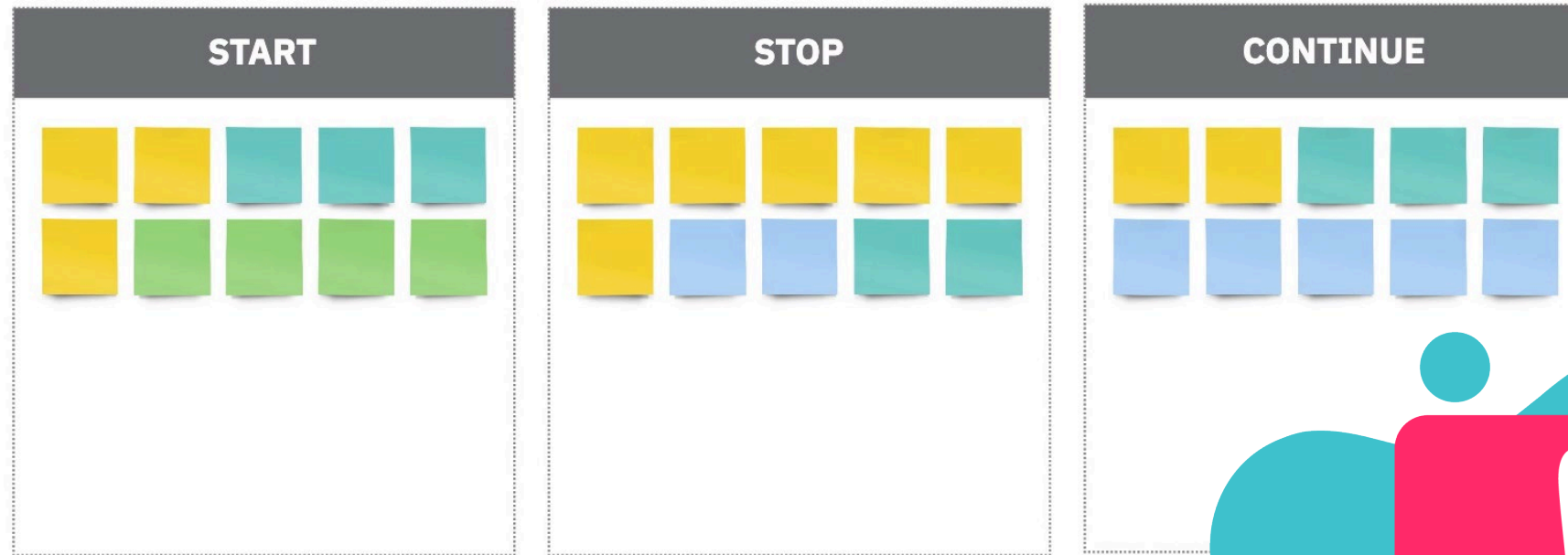
An aerial view of a soccer field with a green grass texture. A white grid is overlaid on the field, with vertical lines numbered 10, 20, 30, 40, 50, 40, 30, 20, 10 from left to right. Horizontal lines are also present, with a dashed white line in the center. Yellow curved lines are on the left and right sides. Several players in various colored jerseys (blue, red, white) are scattered across the field. A large teal rectangle is centered horizontally, containing the text "Levels the playing field" in white. In the bottom right corner, the word "VIRTIRA" is written in white capital letters.

Levels the playing field

VIRTIRA

**It creates an agenda for
the conversation.**





**Tackle the most
important topics first**



**Leave the
fluff for last**

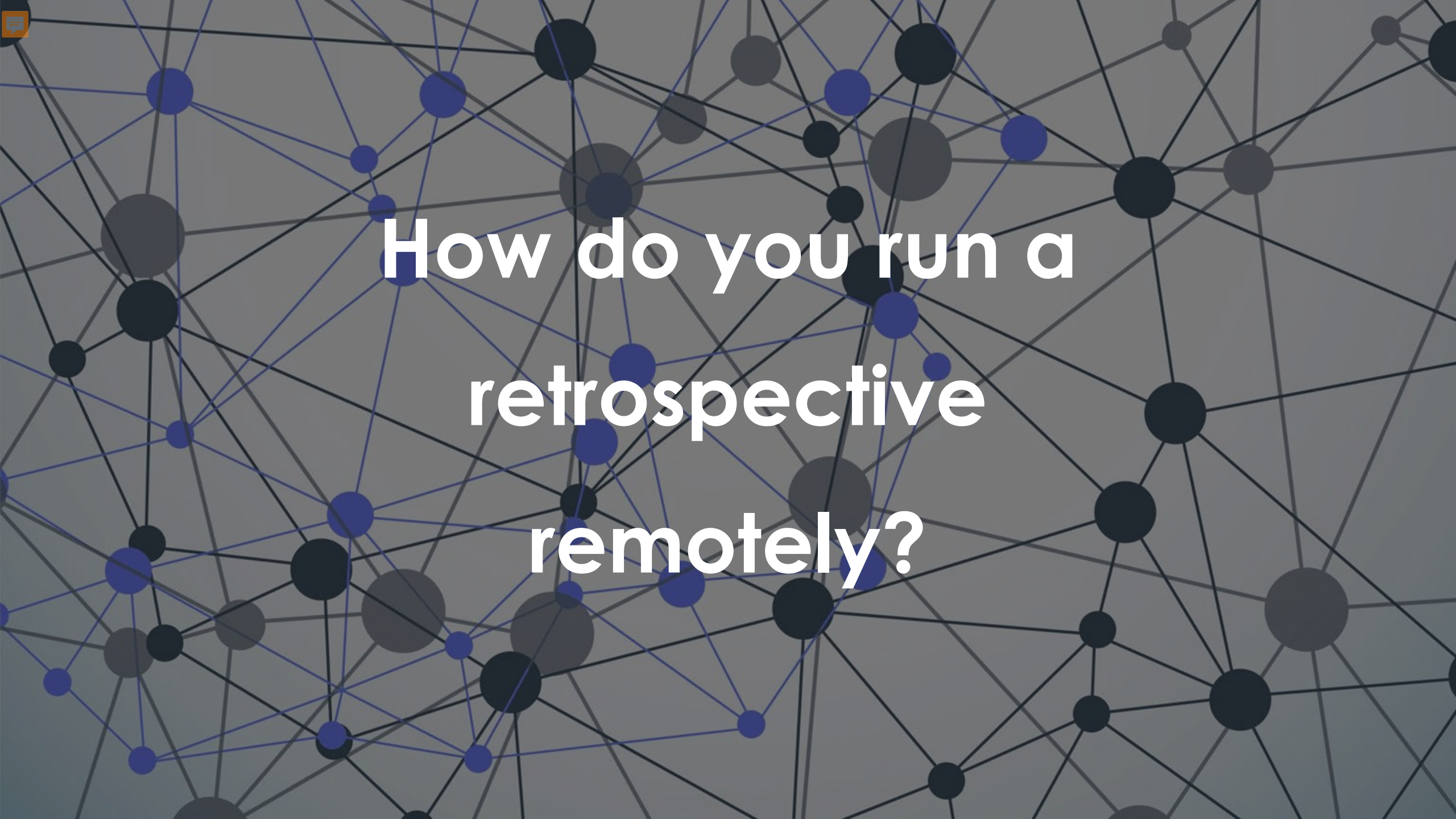


A small, fluffy kitten with light brown and white fur is peeking over a white ledge. The kitten has large, round, light blue eyes and is looking directly at the camera. The background is a blurred indoor setting with a bookshelf and a framed picture on the wall.

Helps introverts
contribute





A complex network diagram with numerous nodes of varying sizes (black, blue, and grey) connected by a dense web of thin lines. The background is a dark grey gradient.

How do you run a
retrospective
remotely?



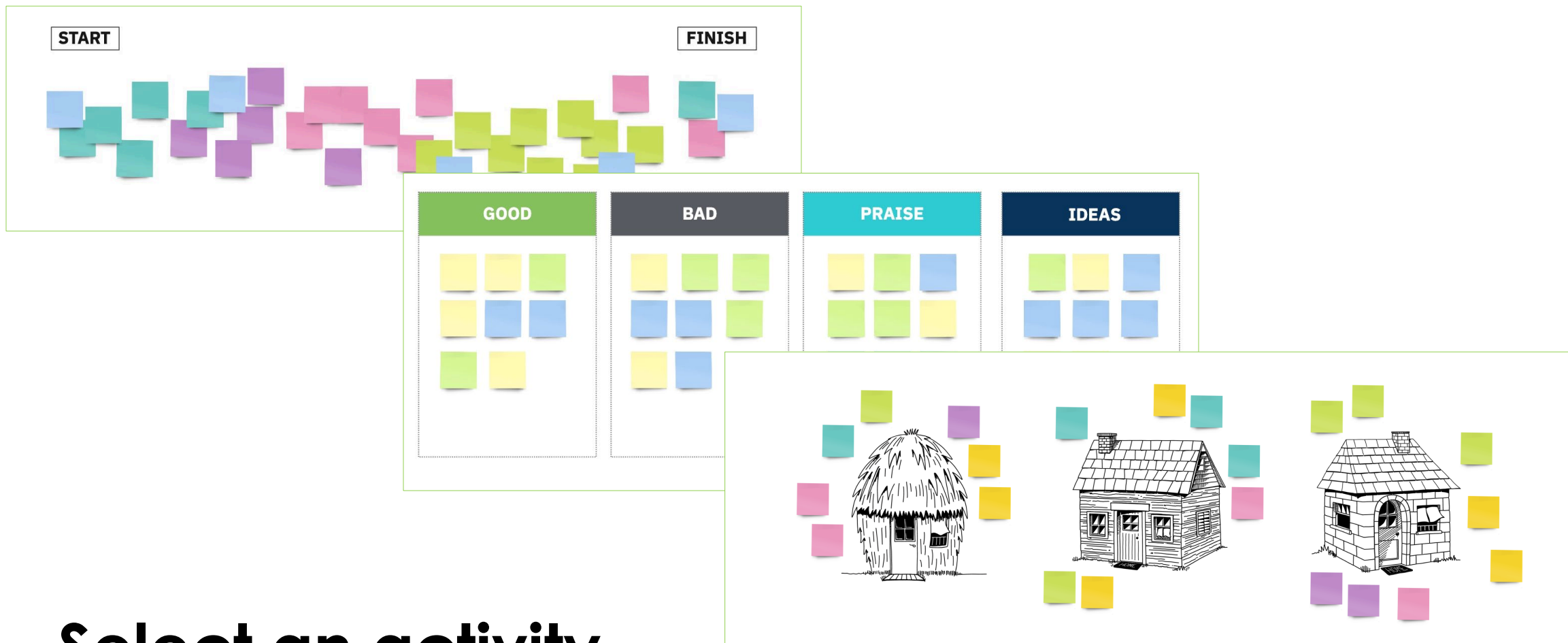


How to Prepare





**Be clear about
what you want**



Select an activity









Let the team
know about
the topic
before hand





Prepare an
agenda and
include it in the
retrospective
invite

The background is a dense, overlapping collage of white rectangular cards. Each card features a large, bold number in a vibrant color (green, purple, orange, blue, red, maroon, lime green) and a day of the week in a smaller, black, sans-serif font. The cards are scattered across the frame, creating a sense of depth and movement. Some visible text includes 'MARCH DAY', 'APRIL WEDNESDAY', 'JANUARY THURSDAY', 'SEPTEMBER FRIDAY', 'AUGUST SUNDAY', 'NOVEMBER MONDAY', 'DECEMBER TUESDAY', and 'JUNE MONDAY'.

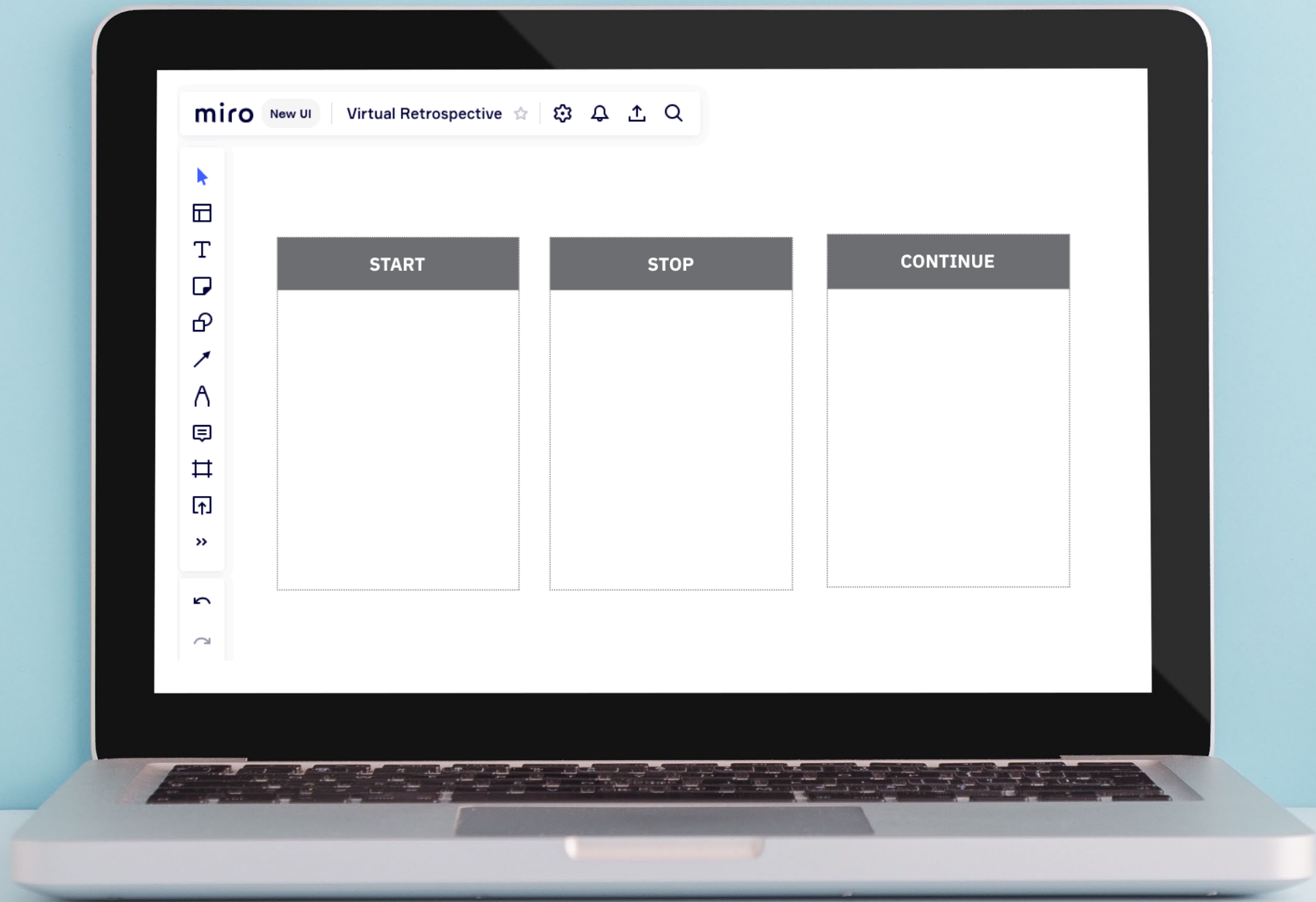
**Schedule well enough
in advance**



Schedule enough time



Set up the digital whiteboard before the call






Running a Retrospective





Join at least 10
minutes early &
test your meeting
platform

- 
- ✓ Give them a sense of the goals you're hoping to achieve
 - ✓ Let them know how long they'll have to write down their topics
 - ✓ Let them know it won't be anonymous and they'll have to own what ever they share
 - ✓ Explain how the facilitation works, and that you'll pick a topic, ask questions about it, and ask others to expand on it.

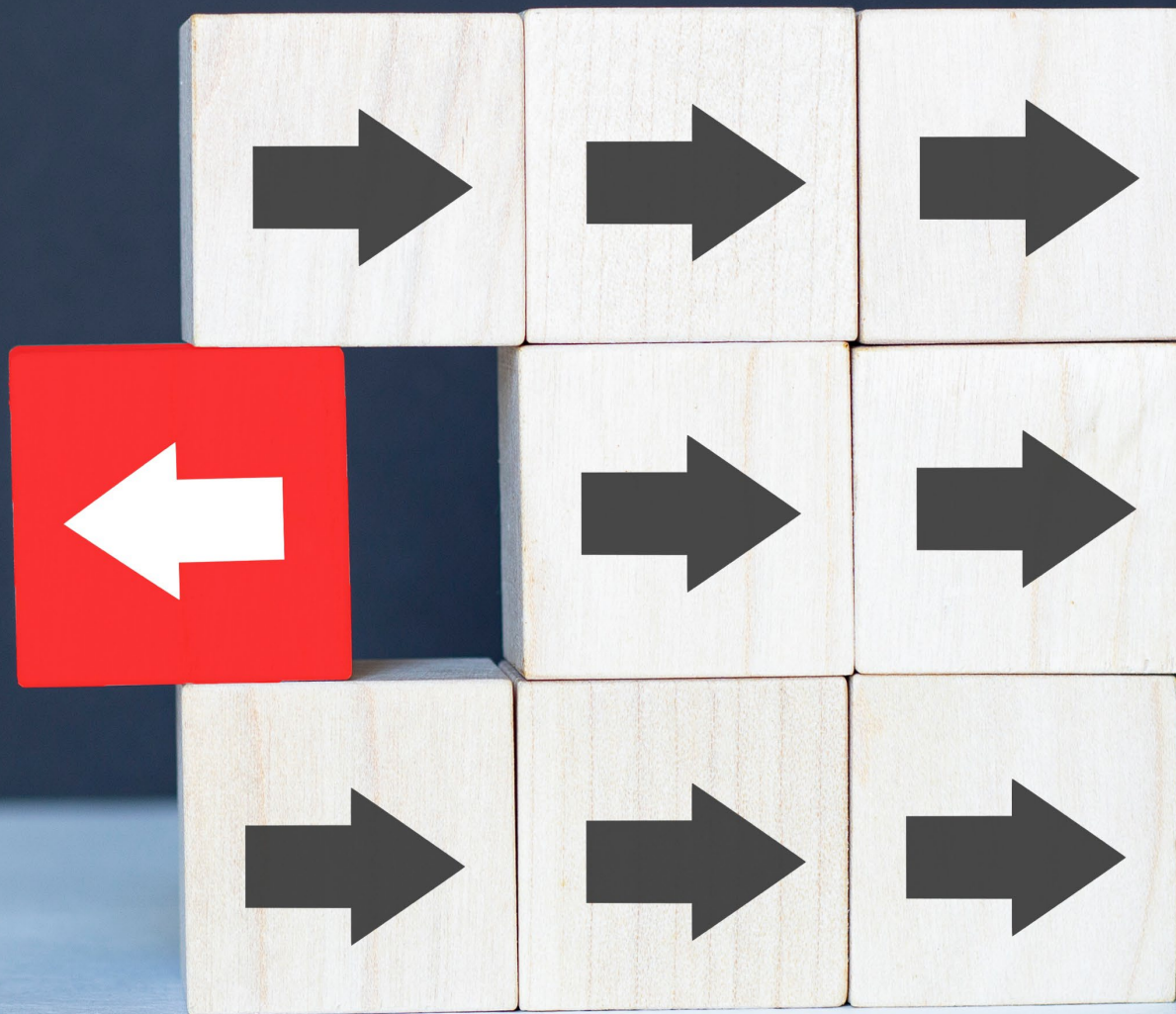


Meet Ground

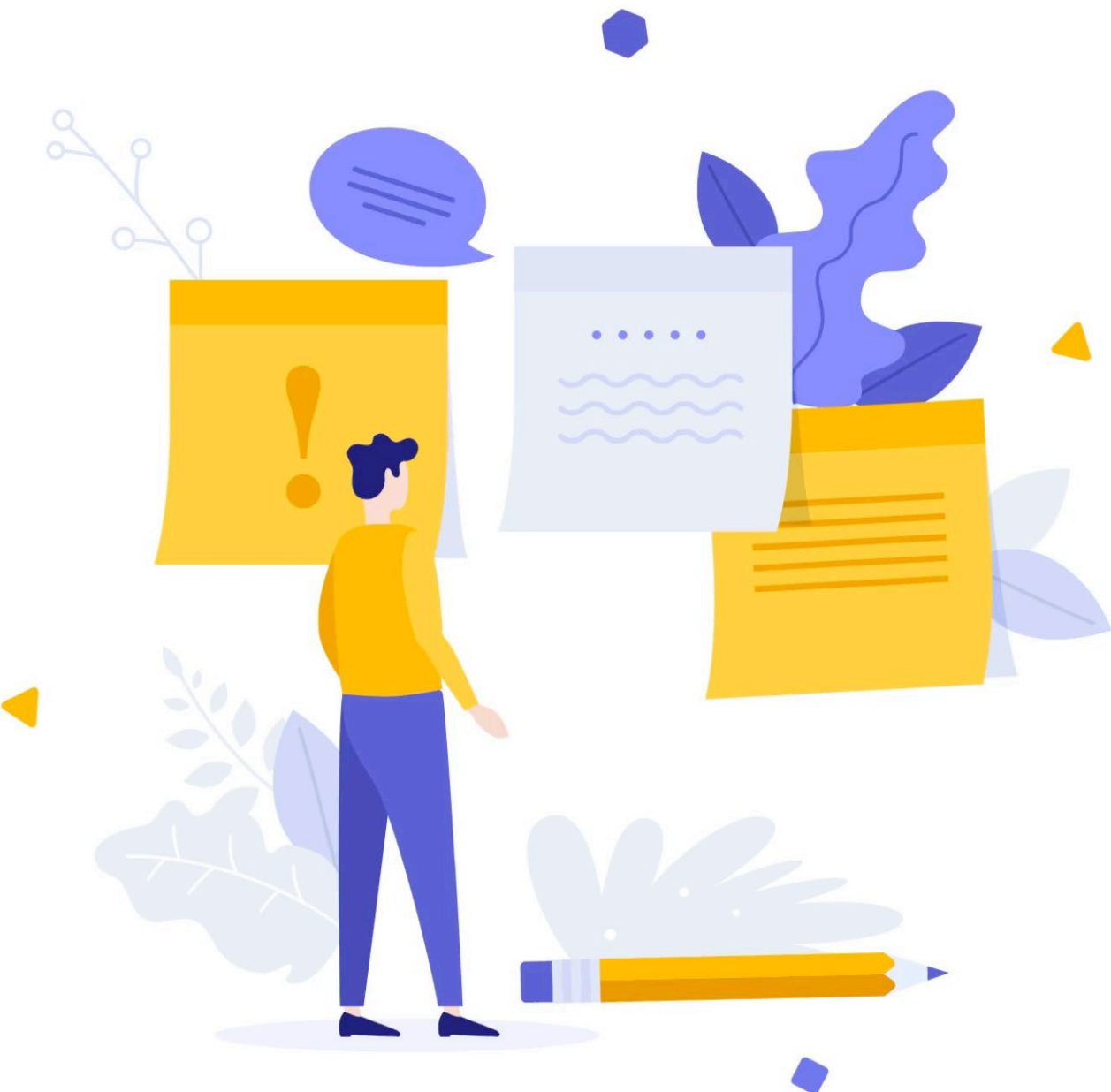
- ✓ Be present
- ✓ No back-channel communication
- ✓ Be specific, actionable, and kind
- ✓ If you don't agree, speak up
- ✓ Be concise
- ✓ Stay on topic



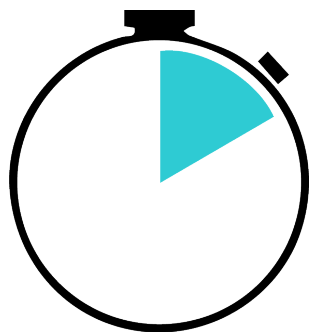
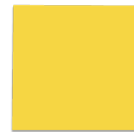
Explain the activity







**Ask people to
create their
topics**

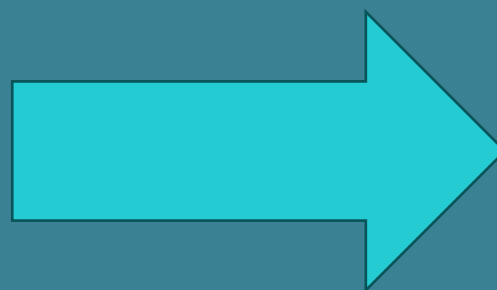


5 – 10
Minutes

START

STOP

CONTINUE



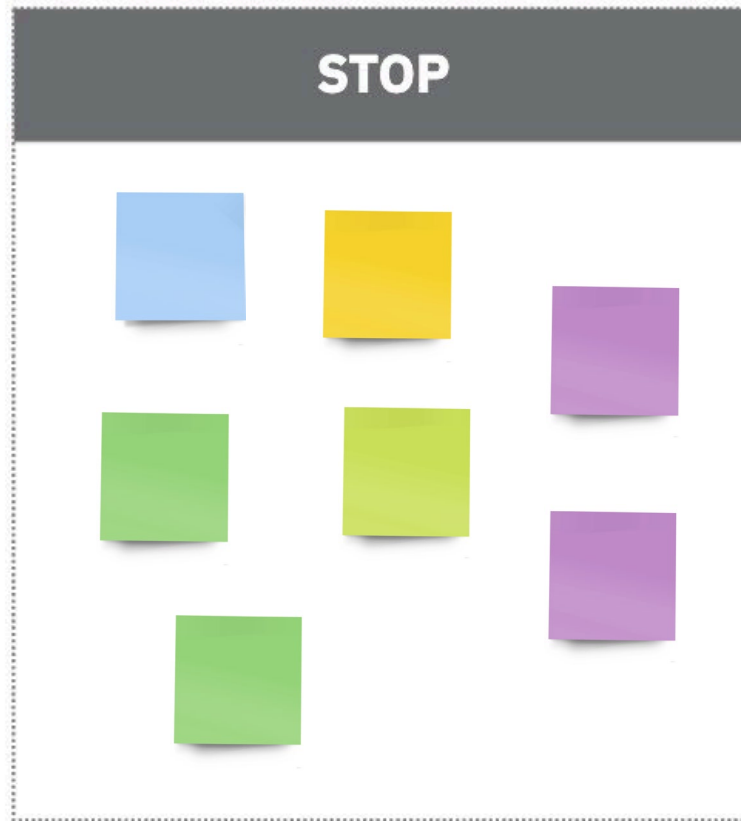
A man with grey hair and a light blue shirt is sitting at a desk. He has several colorful sticky notes (blue, green, yellow, orange) stuck to his forehead and shirt. He is looking directly at the camera with a slight smile. The background is a solid blue color.

Keep in mind that you'll
get **many more topics** if
you do this.



“Do you want to expand on that?”

“Do you have more to add?”



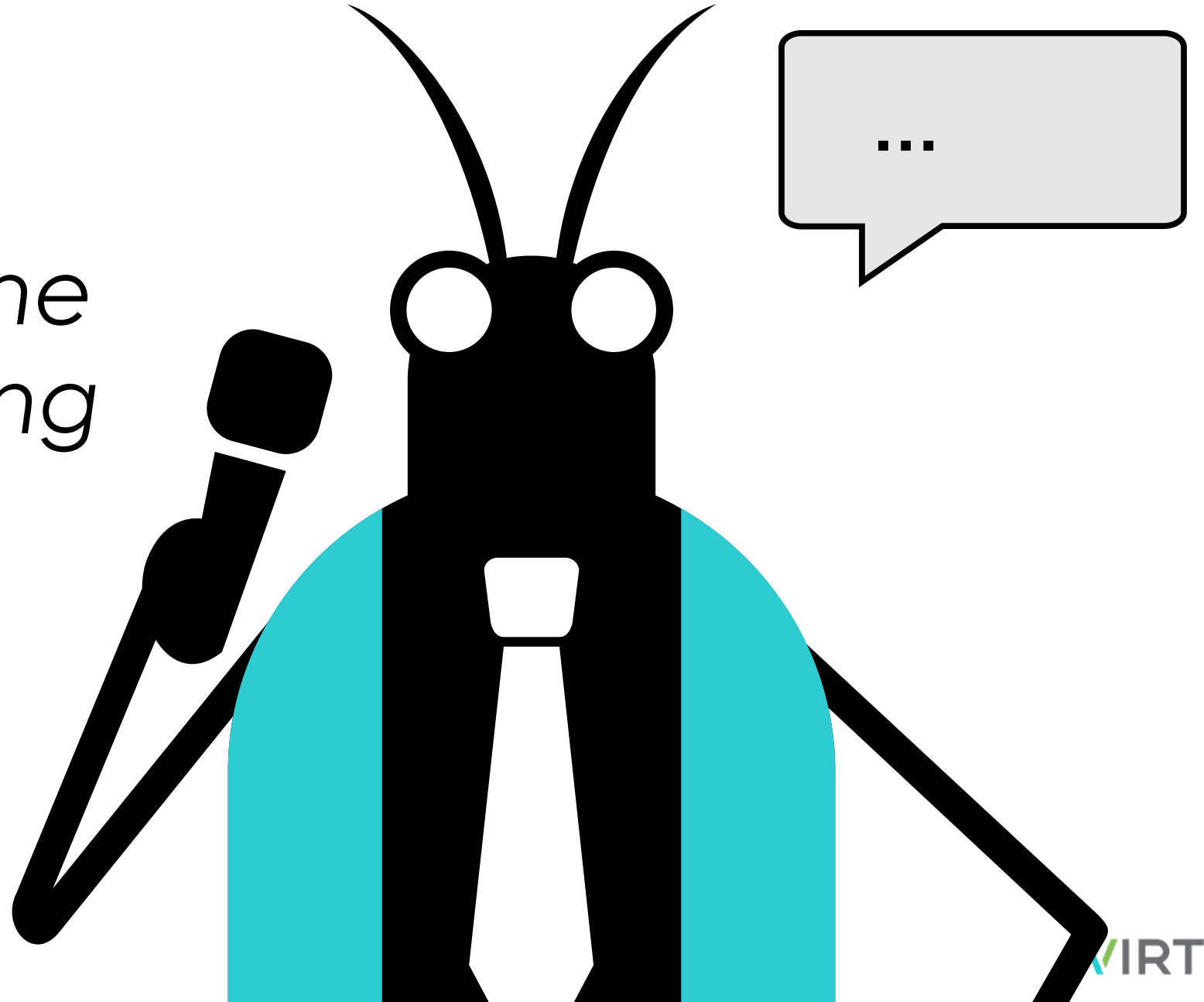
“Can you clarify?”

“Does anyone have anything else to add?”

Dive into topics



*“Does anyone
have anything
to say?”*

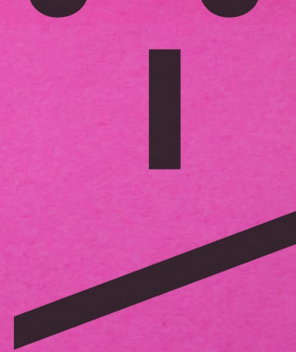
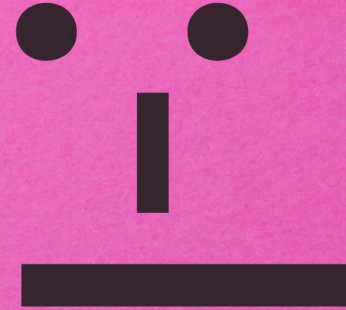
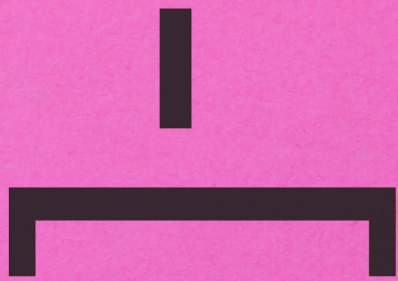




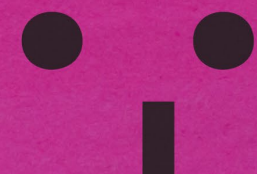
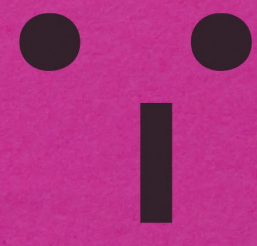
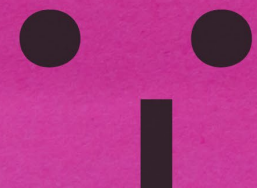
“Kevin, do you have any thoughts on what Mike wrote?”

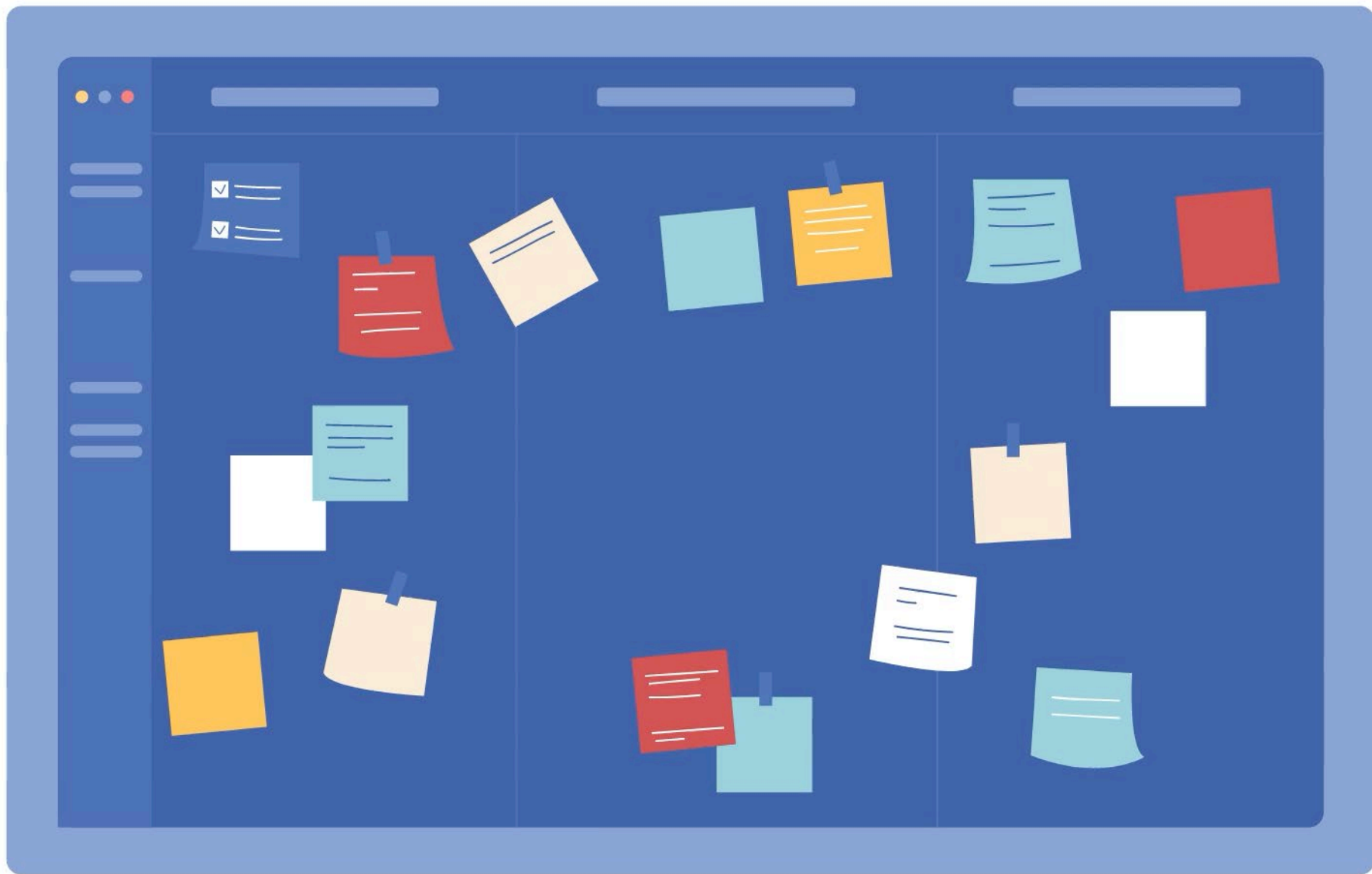


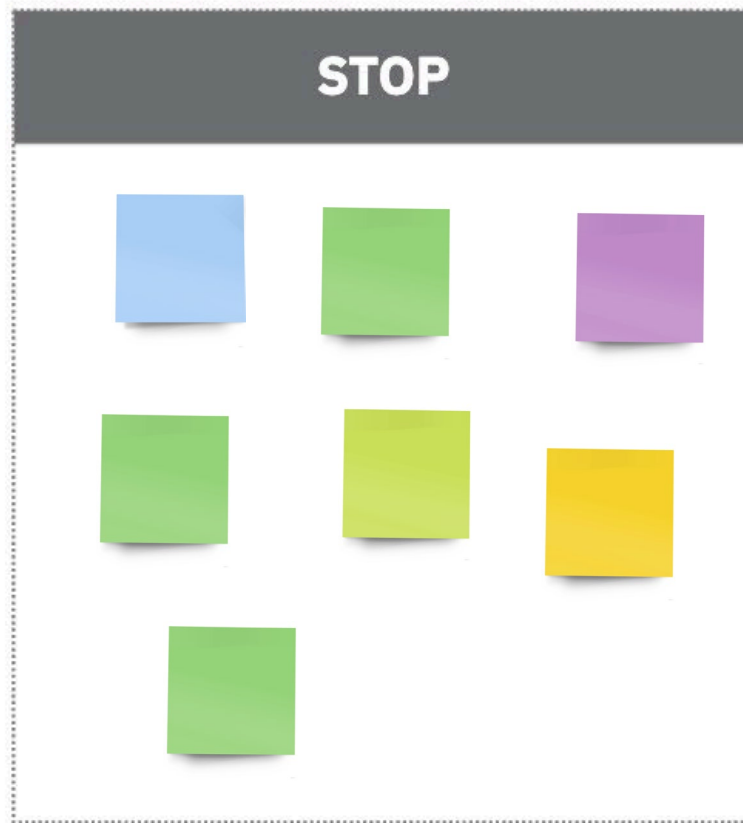
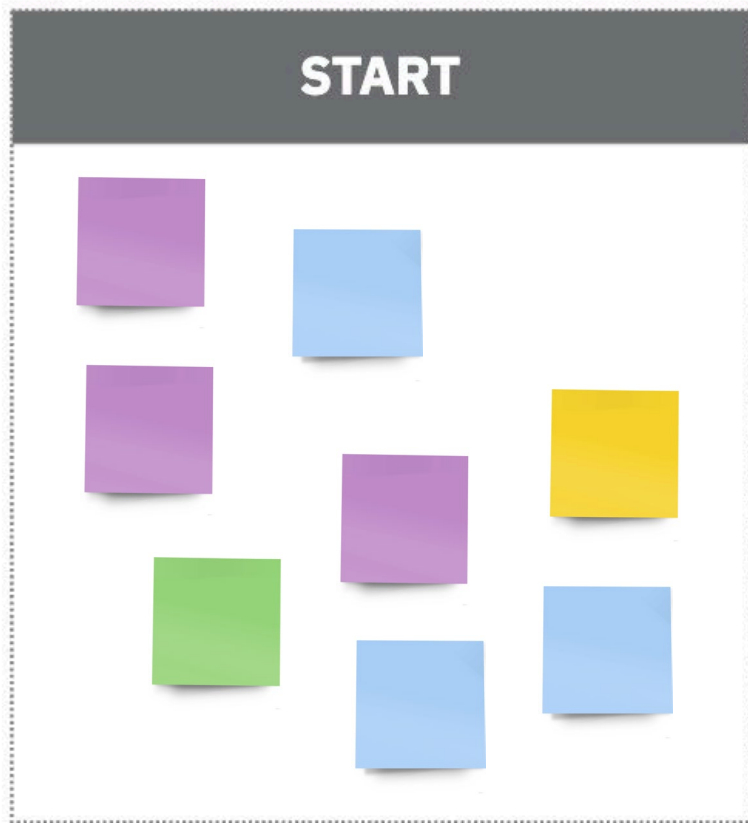
**Gauge your
meeting
participants &
adjust the
meeting
accordingly**



Keep the
contribution
from the team
balanced.







*“Is this topic is similar to one already posted?
Can we combine?”*

Keep an eye on the time





**Establish next
steps and key
takeaways**



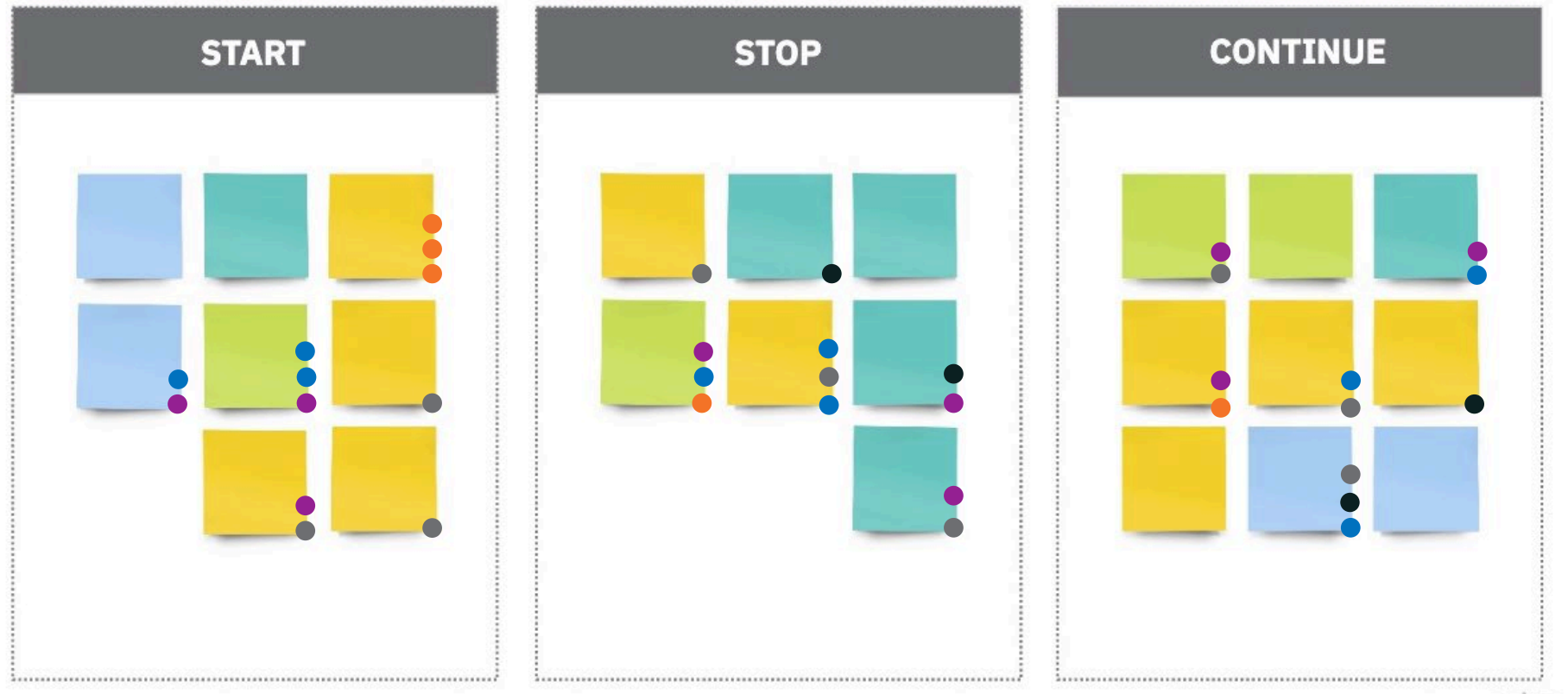
Use a Dot Vote to Establish Priorities

Participant Name ● ● ●

Participant Name ● ● ●

Participant Name ● ● ●

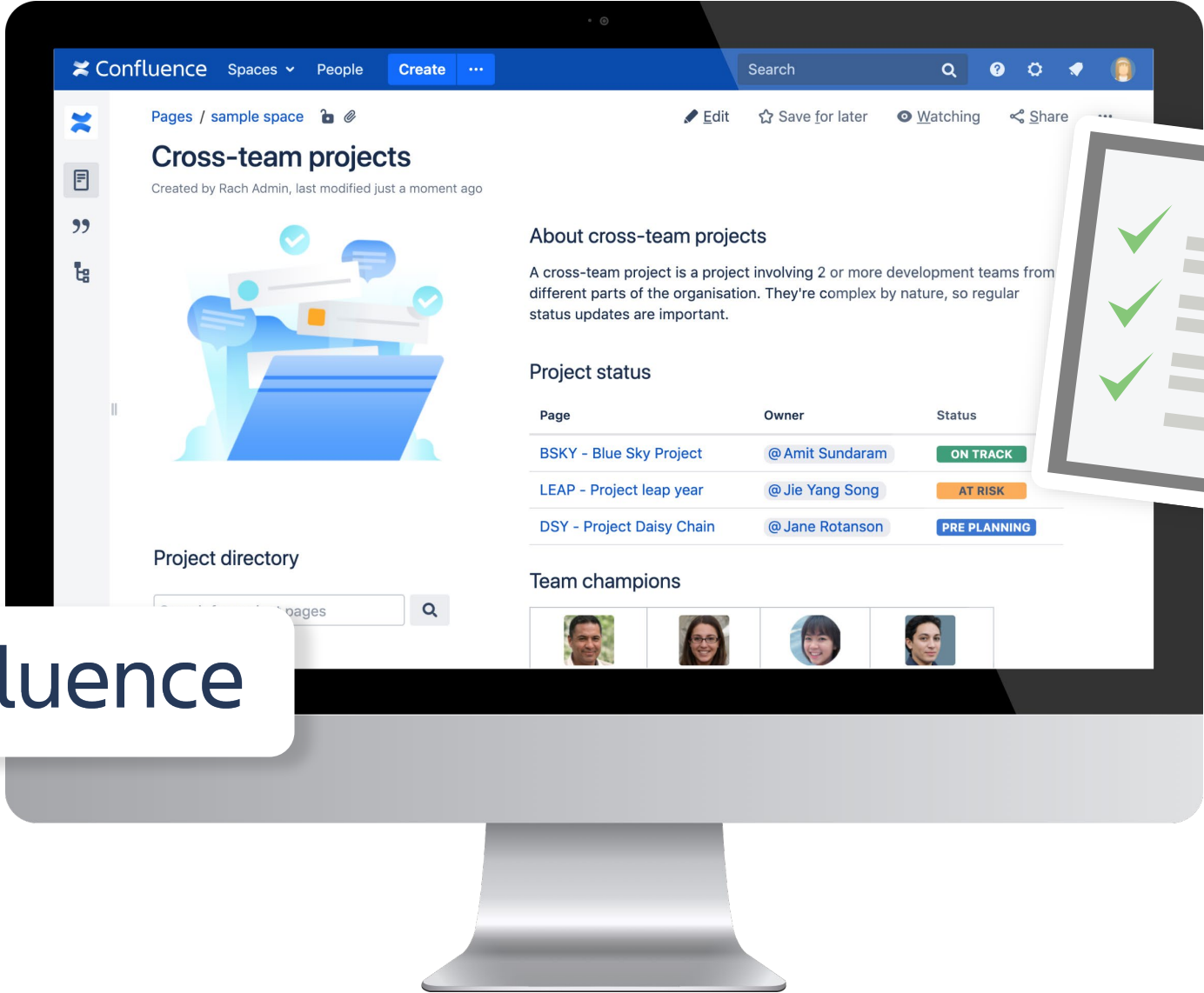
Participant Name ● ● ●





Capture and share results





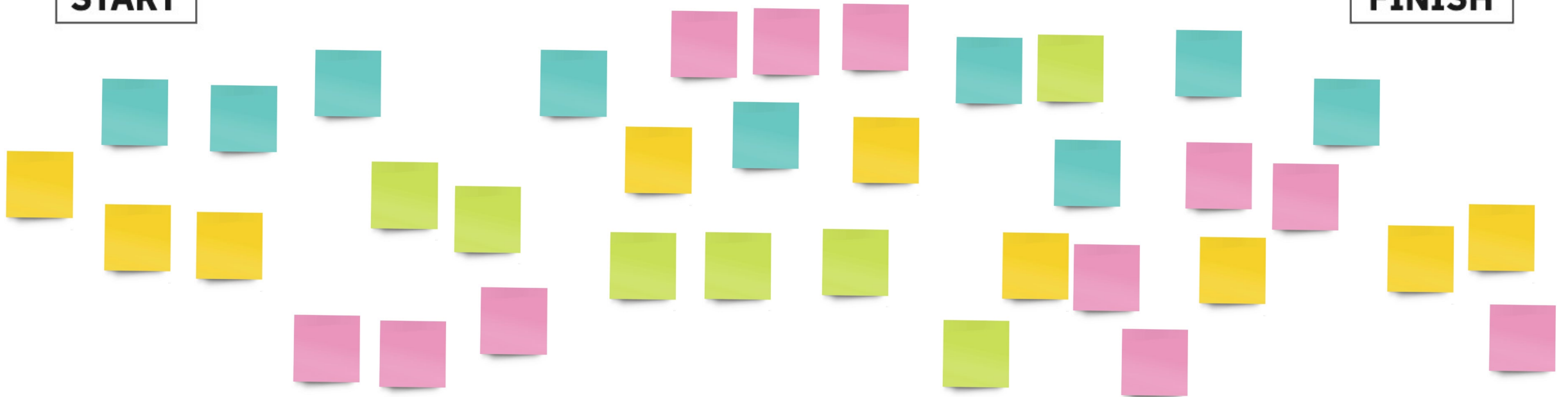


VARIATIONS



START

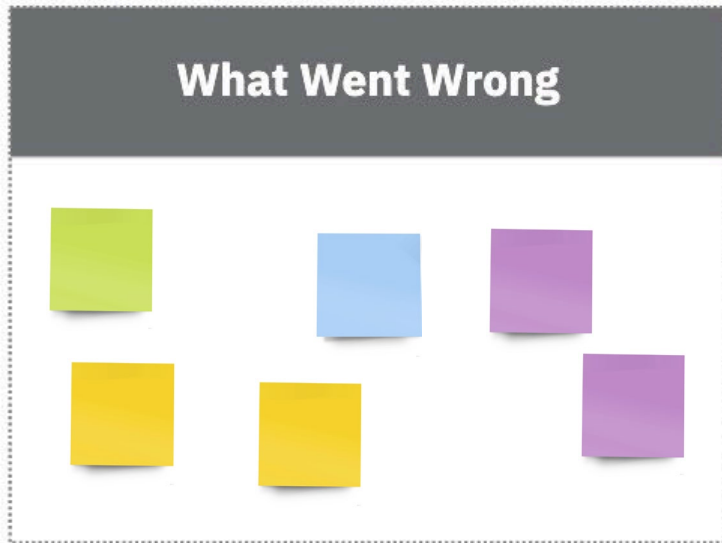
FINISH





Pre-Mortem

Excellent for determining the risks and pitfalls in a project that's just starting





KALM: Keep, Add, Less of, More of

Target process improvements and inefficiencies





Three Little Pigs

Identify underlying risks that are being overlooked





Planning your next agile **retrospective**? Start with a random plan, change it to fit the team's situation, print it and share the URL. Or browse around for new ideas!

Is this your first retrospective? [Start here!](#)

Preparing your first **remote** retrospective? [This might help.](#)

Did you know there's a Retromat eBook Bundle, containing both "Plans for Retrospectives" and "Run great agile retrospectives"?

[Check out the Retromat eBook Bundle](#)

(And of course there's also the Print Retromat.)

Plan-ID: 107-47-25-88-16



Did you know there's a
Retromat
eBook?

SET THE STAGE

Unlikely Superheroes (#107)

Imagine yourself as a superhero! What is your superpower?
Source: Pietari Kettunen

Each participant creates a superhero version of themselves based on how they see themselves in the team / project - Complete with appropriate superpowers, weaknesses and possibly an arch-nemesis.

[VIEW PHOTO](#)

GATHER DATA

Empty the Mailbox (#47)

Look at notes collected during the iteration
Source: Nick Gostrogels

Set up a 'retrospective mailbox' at the beginning of the iteration. Whenever something significant happens or someone has an idea for improvement, they write it down and 'post' it. (Alternatively the 'mailbox' can be a visible place. This can spark discussion during the iteration.) Go through the notes and discuss them.
A mailbox is great for long iterations and forgetful teams.

[VIEW PHOTOS](#)

GENERATE INSIGHTS

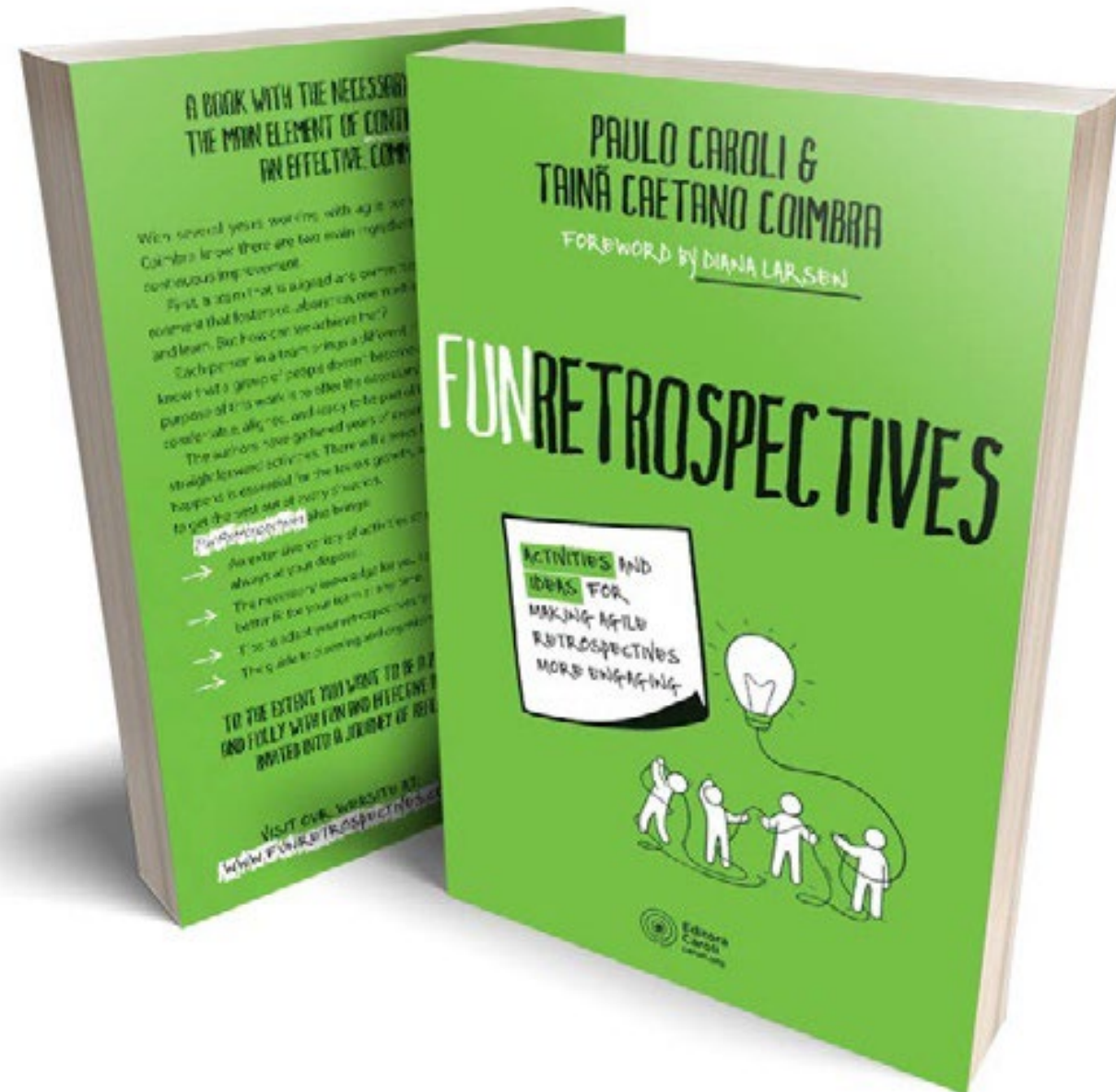
Cause-Effect-Diagram (#25)

Find the source of problems whose origins are hard to pinpoint and

Retromat.org

has great ideas ...

Check out
funretrospectives.com



Thank You

virtira.com | info@virtira.com |  virtira



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