



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

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Instructions for running your 'Agile Retrospective' 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 →

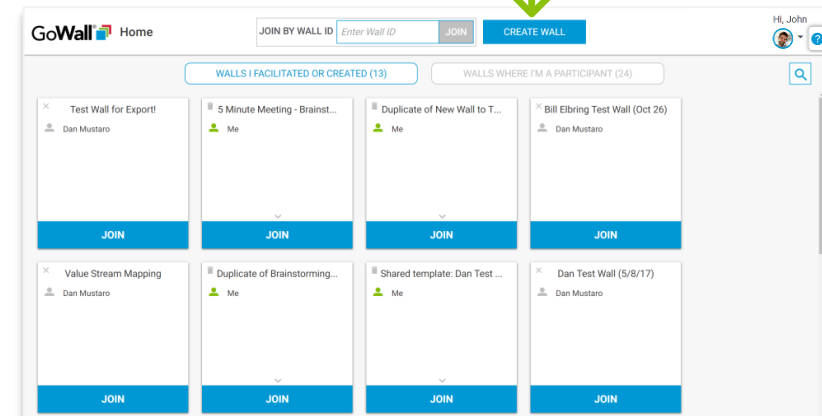
2.1 Login to GoWall

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



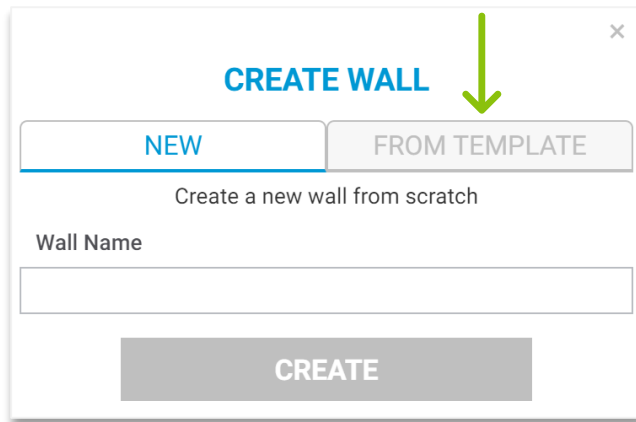
2.2 Select 'Create Wall'

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



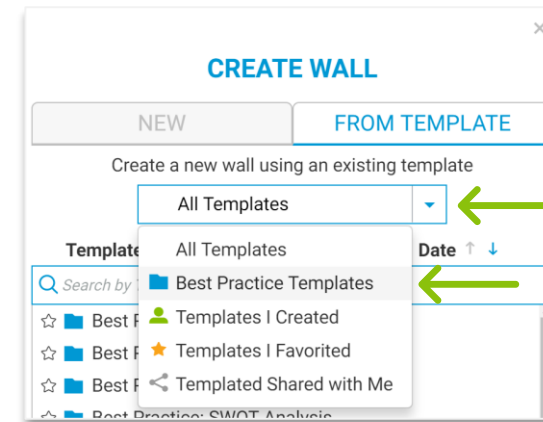
2.3 Select 'From Template' tab

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



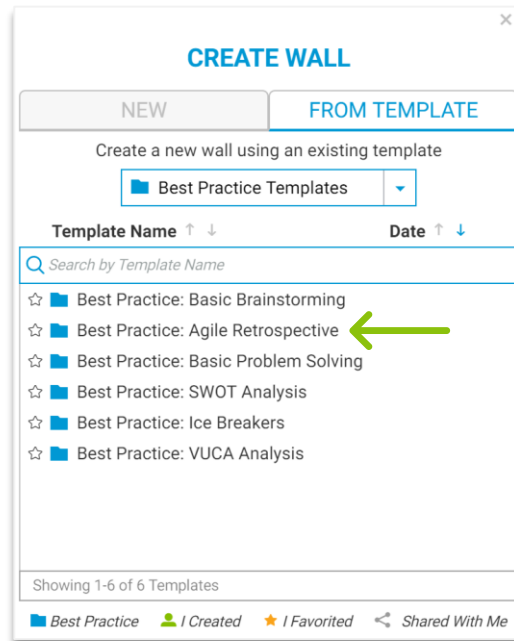
2.4 Select 'Best Practice Templates'

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



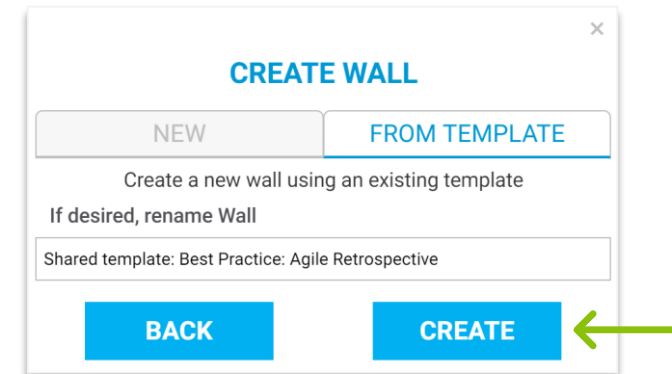
2.5 Select your Template

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



2.6 Select 'Create'

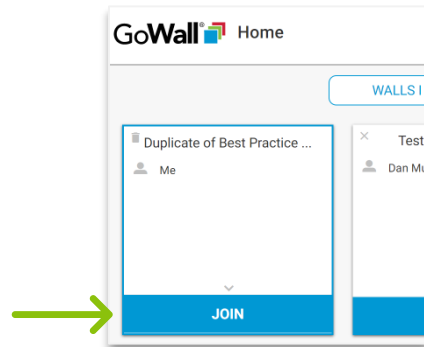
- Select 'Create' to add this template to your Walls.



3.0 Before the Meeting →

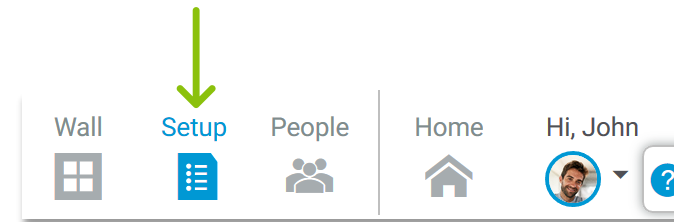
3.1 Join your Wall

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



3.2 Go to Setup

- Select the 'Setup' icon.



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

3.3 Review Wall Name

- If desired, rename your Wall.

Wall Title

Click on the Wall Title to rename it.

3.4 Review Topic Names

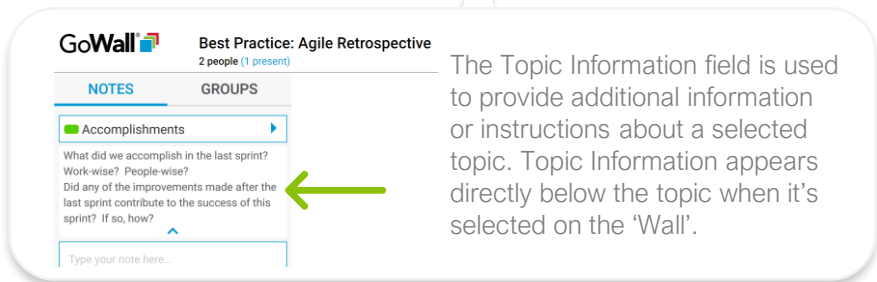
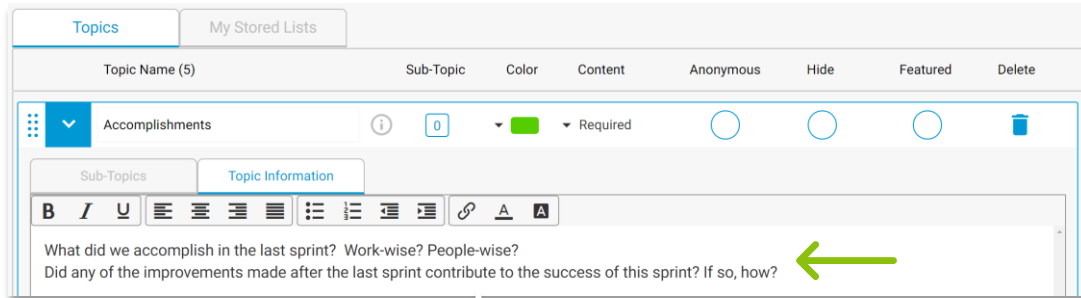
- If desired, rename your Topics.

	Topics	My Stored Lists		Sub-Topic	Color	Content	Anonymous	Hide	Featured	Delete
>	Accomplishments		i	0	Green	Required	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
>	Challenges		i	0	Red	Required	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
>	Improvements		i	0	Purple	Required	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
>	Action Items		+i	2	Orange	Required	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
>	Meeting Feedback		+i	0	Grey	Required	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Click on any Topic Name to rename it.

3.5 Review Topic Information

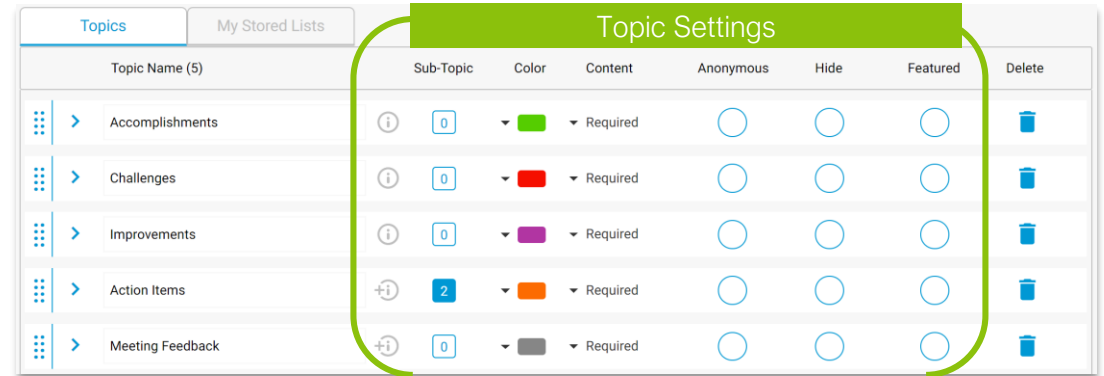
- If desired, update the Topic Information for each topic.



The Topic Information field is used to provide additional information or instructions about a selected topic. Topic Information appears directly below the topic when it's selected on the 'Wall'.

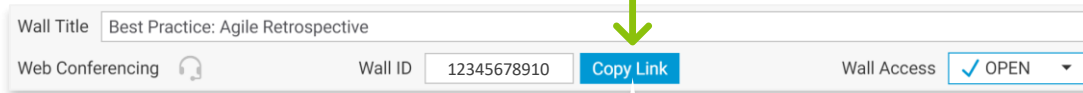
3.6 Review Topic Settings

- If desired, update the topic settings.



3.7 Invite People

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



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 →

4.1 Start your Meeting

- Welcome Participants
- State Purpose
- Share Objectives
- Review Agenda

Legend

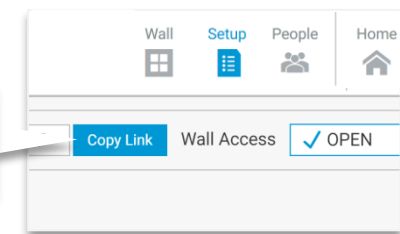
- Within GoWall App
- Independent of GoWall App

4.2 Introduce GoWall

- Introduce GoWall
- Provide GoWall Access*
- Share GoWall Basics

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

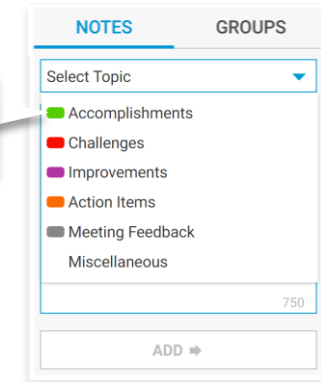
* Provide GoWall Access by using 'Copy Link' to create a shareable hyperlink to your Wall that you can paste and share in emails, instant messages and more.



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.

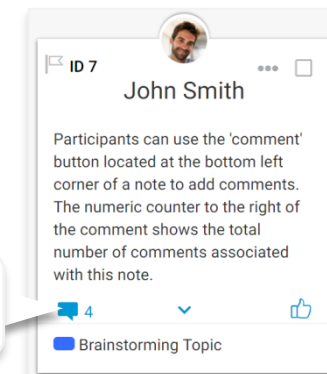


4.4 Refine & Analyze Input

- Review Notes and Discuss Results

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

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



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.

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

Additional Resources



GoWall How-To Guides:
[Click Here](#)