

# Weekly Retrospective Meeting - Participation Guide

This guide will help you understand the purpose of the meeting and provide you with instructions on how to take part effectively. The retrospective meeting is an important opportunity for us to look back on the past week, learn from our experiences, and continuously improve as a team. Here's how you can actively participate:

1. Get ready:
  - Before the meeting, take some time to think about what you achieved, what you learned, any challenges you faced, and any mistakes you made during the past week.
  - Look at the questions we provide to help you organize your thoughts and get ready to share your ideas.
2. Join in the discussion:
  - During the meeting, get involved in the conversations and share your thoughts when it's your turn to talk.
  - Be open and honest when you talk about both your successes and failures. Remember, we're here to have open conversations and learn together.
3. How to share:
  - Answer these questions when it's your turn to speak:
    1. **What did you achieve last week, and what did you learn from it?**
    2. **Did you face any problems? If yes, how did you solve them and what strategies worked for you?**
    3. **Looking back, what mistakes did you notice, and how will you fix them in the future?**
    4. **Based on what you observed, what ideas do you have to make things better in the upcoming week?**
4. Listen and give feedback:
  - When others are sharing their experiences, listen actively and give helpful feedback when needed.
  - Support and work together with your teammates, and provide encouragement and ideas to help them.
5. Think about yourself:
  - Try to see yourself from an outside perspective and think about your actions, decisions, and contributions as if you were watching from a distance.
  - Be aware of how you can improve personally and contribute to the team's growth.
6. Keep track and take responsibility:
  - Remember the important points and actions discussed in the meeting.
  - Follow through on any tasks you're assigned and contribute to making the improvements we talked about.

The goal of the retrospective meeting is to create a culture of continuous improvement and open communication. By actively participating, sharing your experiences, and giving suggestions, you help the team grow and succeed together.

If you have any questions or need more information, feel free to ask your team leader or your teammates. We're excited to hear your thoughts and have you actively participate in our upcoming retrospective meetings!