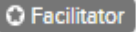


Hercules Retrospective Process

Hercules uses the last team meeting of the month to create a team retrospective to track what went well, what did not go well, and what we can do to improve our productivity. Below is a list of steps to follow when your turn comes to host the retrospective and collect data from the exercise:

FACILITATOR: As the facilitator of any given Mural session, you can access *Facilitator Superpowers* features by clicking the  button at the top of the screen. As the facilitator, you have access to a custom toolbar, a timer, a summon command, an outline, instructions, hide/reveal steps, a lock, the ability to change the canvas size/background color, celebrate, the ability to hide everyone's cursors, private mode, and a laser pointer. Below (in order) are the icons for voting session, private mode, custom toolbar, laser pointer, and timer:



1. Before the scheduled retrospective team meeting, go to the Hercules team room in Mural, and create the retrospective mural for the upcoming team meeting within the *Retrospectives* folder.
 - a. Find the template called *YEAR/MO_Hercules_Retrospective*.
 - b. Copy the template, and rename it to match the month and year of the meeting (i.e., for December of 2022, the new file name will be *2022/12_Hercules_Retrospective*). [Feel free to enhance this template however you see fit, but please do not alter the file naming convention.]
 - c. Save the file, and share the link to the new mural with the team.
2. Invite the group to populate the first box (*What went well this month?*) with sticky notes. Use the timer button to allow five (5) minutes for this part of the exercise.
3. At the end of the five (5) minutes for the first box, drag comments to the next box (*What went well this month? Group and vote on theme.*), and put comments that fit into a common theme into the same column. You may want to create sticky notes with theme titles for each column. Use the voting session button to invite the team to vote on the theme they think went best for our team (one (1) vote per member) and the timer to allow three (3) minutes for this part of the exercise.
4. In the next box (SUMMARY / REPORT), list the results of the voting session. (You can do this after the session and report the results to the group via Work Chat, or you can do this during the meeting.)
5. Invite the group to populate the next box (*What didn't go so well this month?*) with sticky notes. Use the timer button to allow five (5) minutes for this part of the exercise.
6. At the end of the five minutes for the previous box, drag comments to the next box (*What didn't go so well this month? Group and vote on theme.*), and put comments that fit into a common theme into the same column. You may want to create sticky notes with theme titles for each column. Use the voting session button to invite the team to vote on the theme they thought went best for our team (one (1) vote per member) and the timer to allow three (3) minutes for this part of the exercise.
7. In the next box (SUMMARY / REPORT), list the results of the voting session. (You can do this after the session and report the results to the group via Work Chat, or you can do this during the meeting.)
8. In the next box (*What ideas do you have?*), invite the group to use the sticky notes to contribute their ideas to help duplicate the instances that went well, avoid/mitigate those that did not go so well, and additional ideas that could improve our productivity. Use the timer to allow three (3) minutes for this part of the exercise.
9. Use the [tracker](#) (spreadsheet) to input the results from the Mural session.