

Subject: Retrospective Meeting - [Sprint/Project Name]

Dear Team,

I hope this message finds you well. We have scheduled a retrospective meeting for our recent sprint/project to discuss our experiences, identify what went well, what didn't, and how we can improve moving forward.

****Meeting Details:****

- ****Date:**** [Insert Date]
- ****Time:**** [Insert Time]
- ****Location:**** [Insert Location/Virtual Meeting Link]
- ****Duration:**** [Insert Duration]

****Agenda:****

1. Welcome and Introductions
2. Review of Sprint/Project Goals
3. What Went Well
4. What Could Be Improved
5. Action Items for Future Sprints
6. Closing Remarks

Please come prepared to share your thoughts and insights. Your feedback is invaluable for our continuous improvement!

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]