# Using Retrospective in Azure DevOps

Introduction

Haaa Project Retrospective. you know the thing we rarely do and we do it gets quickly lost in the nature within a Word Doc or other type of unique used never read again type of doc. Because we are trying to use the full potential of Azure Devops and are already using features like Boards, Pipeline and so on we thought it would be nice to have retrospective that sit within the project artifacts and be accessible by anyone at any time.

This guide will help you to use a plugin available in azure devops that will allow you to gather feedback from your team, your clients. Vote, plan and take actions.

Installation

Very easy step. On the right top corner of your Azure Devops page you can click on the extension icon and browse market place
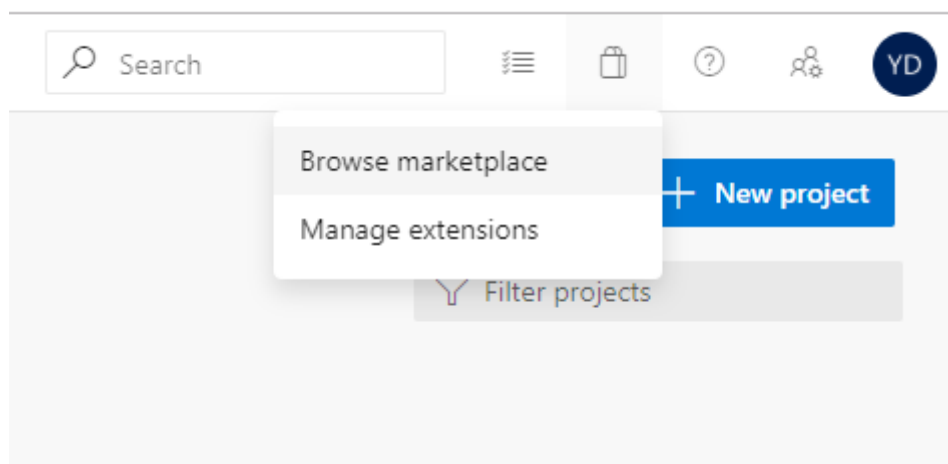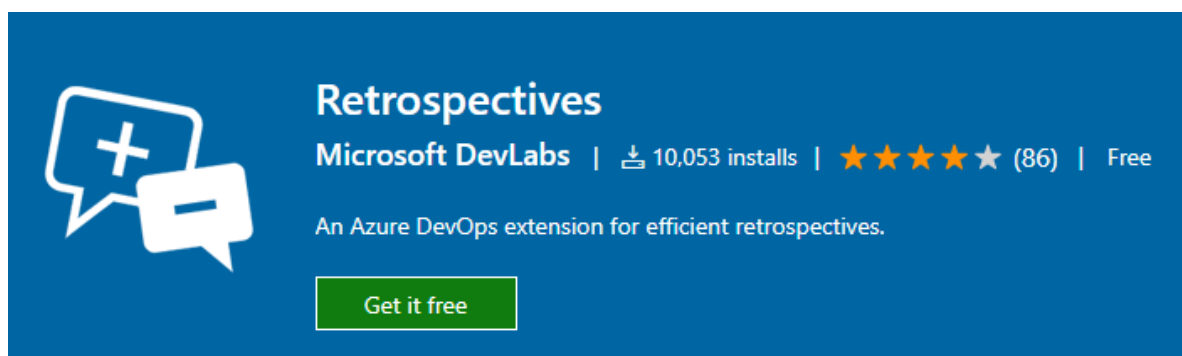

Then search for Retrospective (in my case it is on the homepage because it is one of the feature extension)
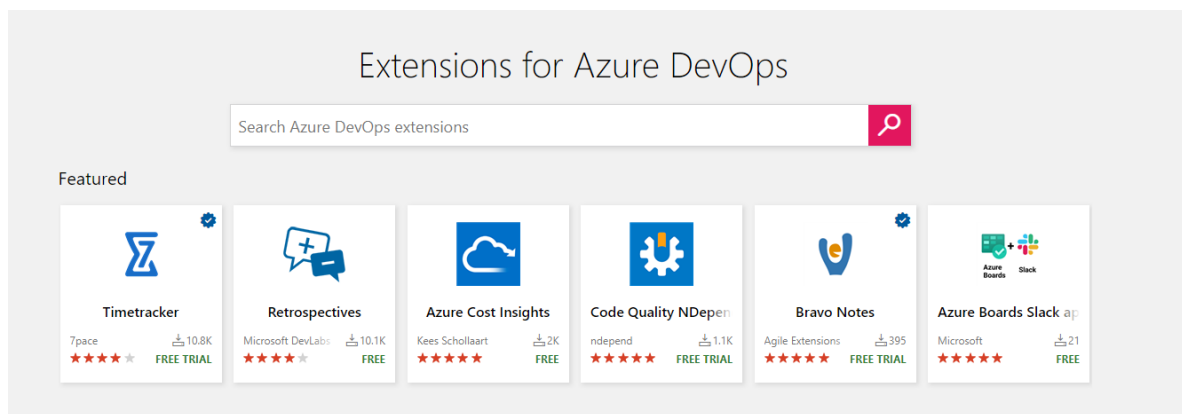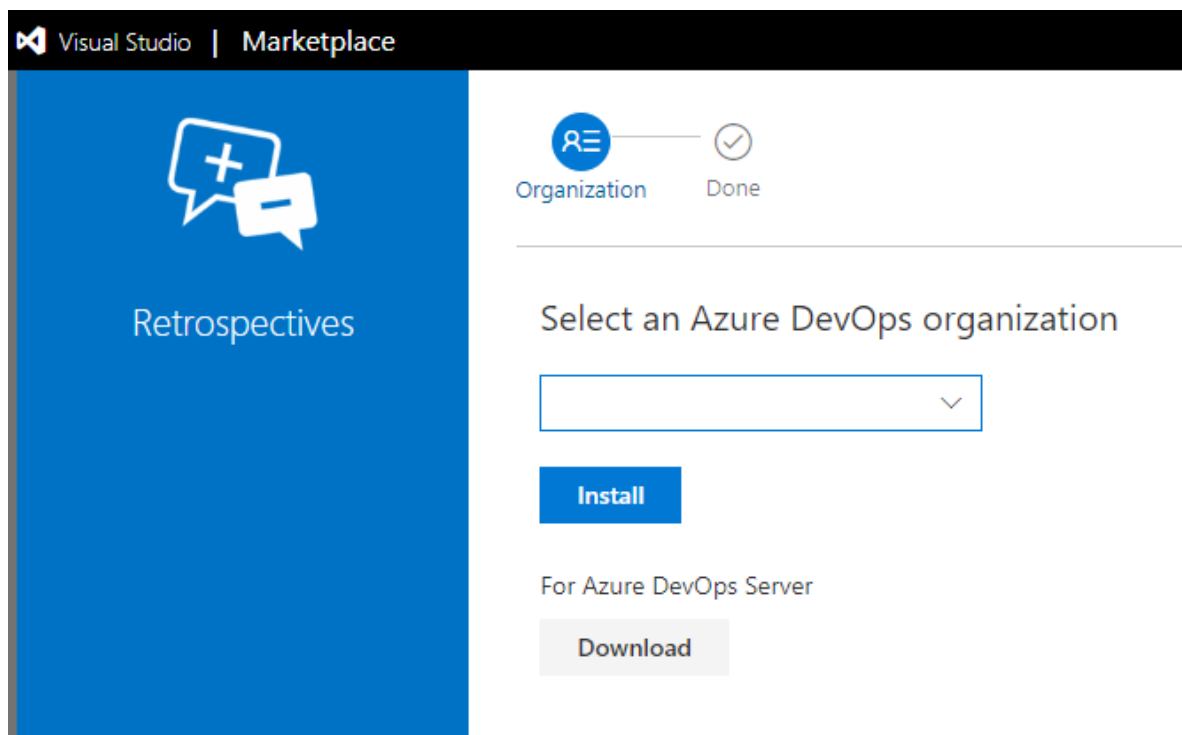
You should land on this page https://marketplace.visualstudio.com/items?itemName=ms-devlabs.team-retrospectives
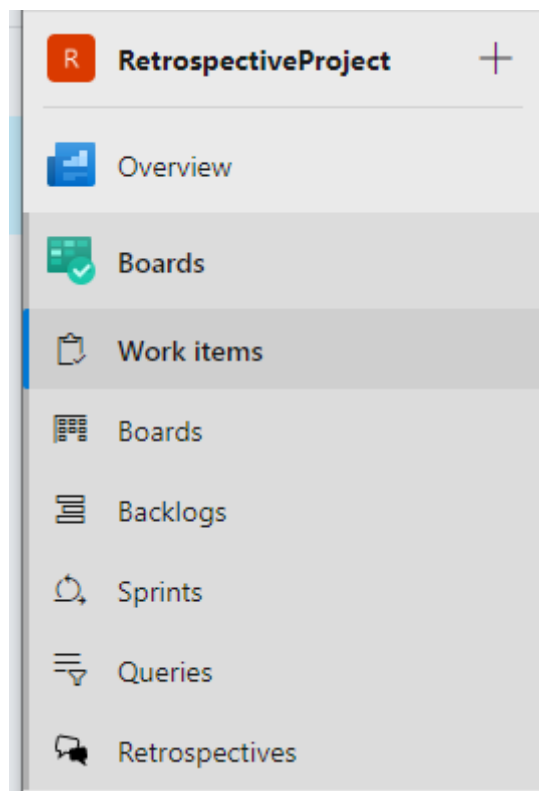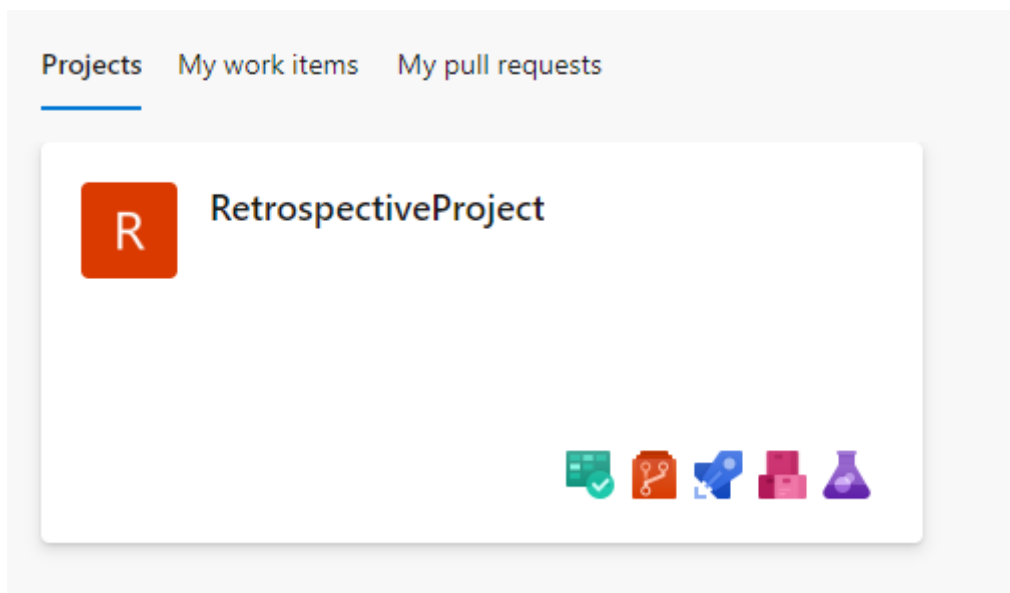
Click on Get it Free

Select your company or if you have a server download the plugin

Now we you navigate to one or your project you should see a retrospective menu under Boards.
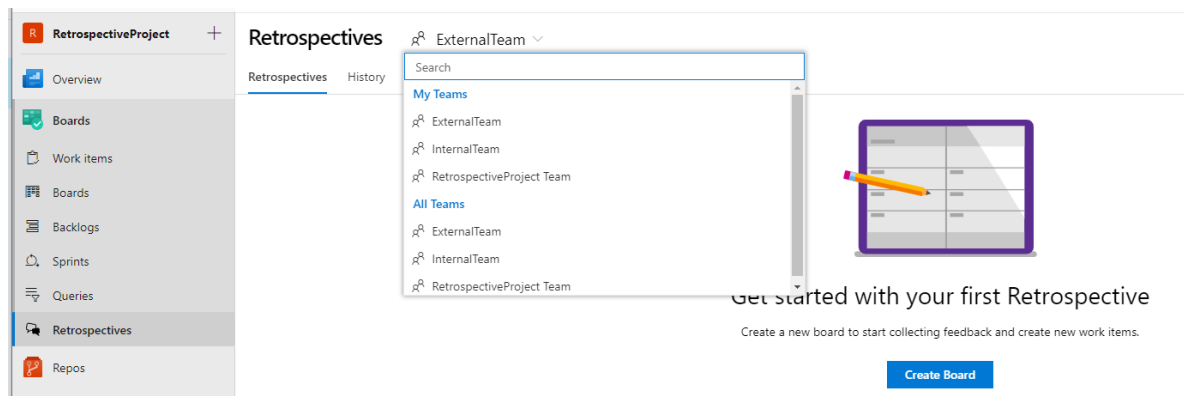
Create a Retrospective

Choose you audience

You might want to do your retrospectives internally, or with your client. Some information might be sensitive or you might want to clean the feedback before involving your client for example.

That is why the first thing to do is to select you team. It will determine who can see you retrospective.

Create a new Board

You can create your new board by choosing several options. Like letting people to give their feedback anonymously or add a maximum of 4 columns.

Create new retrospective

Retrospective Title

Example: Retrospective Oct 3rd, 2019

Make all feedback anonymous ☐

Note: This selection cannot be modified after board creation.

Columns

You can create a maximum of 4 columns in a retrospective.

☺ 🟩	What went well	↑ ↓ 🗑

☹ 🟥	What didn't go well	↑ ↓ 🗑
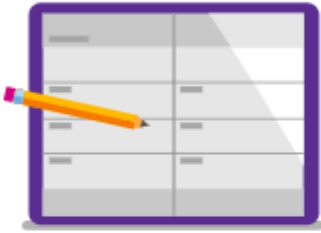
+ Add new column

Save Cancel

In my example I'm doing a mid project retrospective. Keeping the 2 default columns but adding a 3rd one "What should we start"

Create new retrospective

Retrospective Title

Mid Project Retro October 2019

Make all feedback anonymous ☐

Note: This selection cannot be modified after board creation.

Columns

You can create a maximum of 4 columns in a retrospective.

☺	🟩	What went well	↑	↓	🗑
☹	🟥	What didn't go well	↑	↓	🗑
?	🟦	What should we start	↑	↓	🗑

+ Add new column

Save   Cancel

Welcome to your new board that should look like this

Collect Feedback

Now that is time to tell you team, client or whoever to give their feedback. it will had cards under each categories.
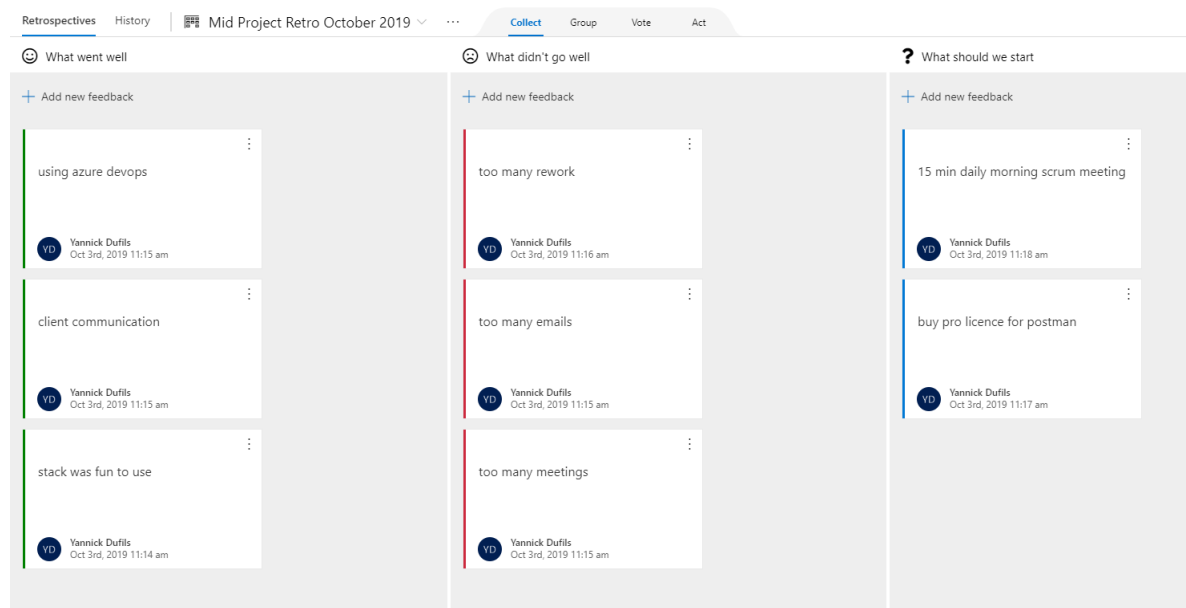
Group Feedback

You might end with similar or identical feedback from multiple team member. The extension give you the ability to group them.

Example:

the amount of emails was too high

YD Yannick Dufils
Oct 3rd, 2019 11:23 am

too many rework

YD Yannick Dufils
Oct 3rd, 2019 11:16 am

too many emails

YD Yannick Dufils
Oct 3rd, 2019 11:15 am

too many meetings

YD Yannick Dufils
Oct 3rd, 2019 11:15 am
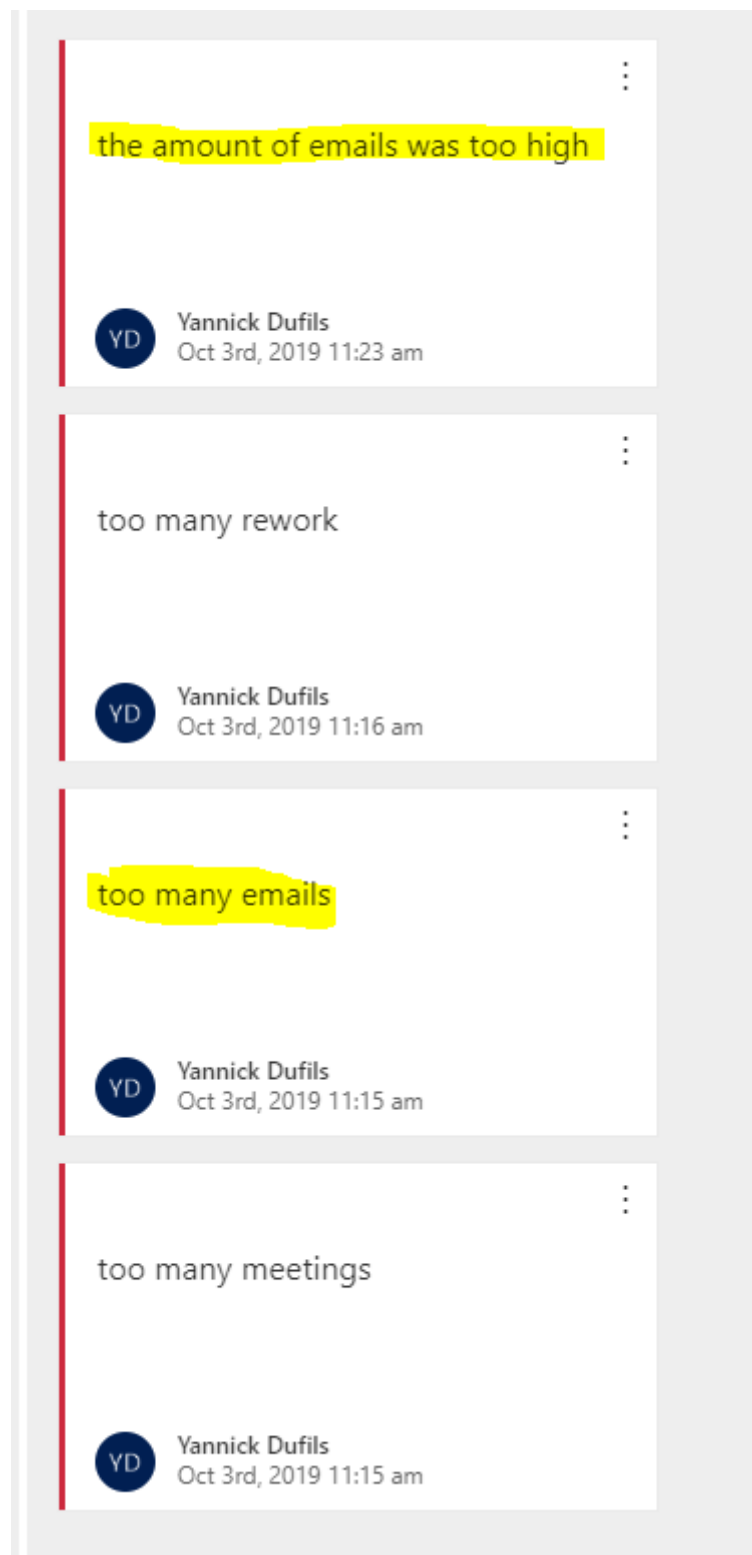
Click on the 3 dots and Group Feedback

the amount of emails was too high

🗑 Delete feedback

✛ Move feedback to different column

⊟ Group feedback

YD Yannick Dufils
Oct 3rd, 2019 11:23 am
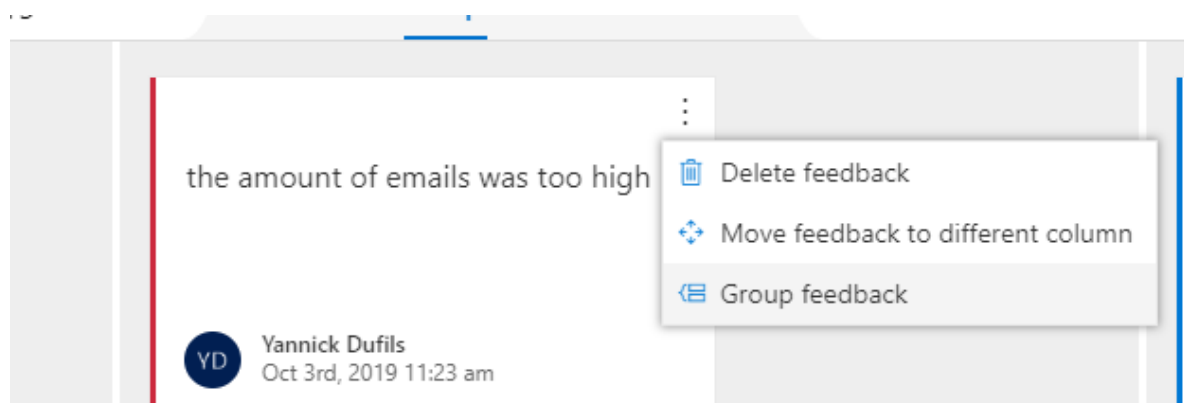
Then search for the ticket you want to group with
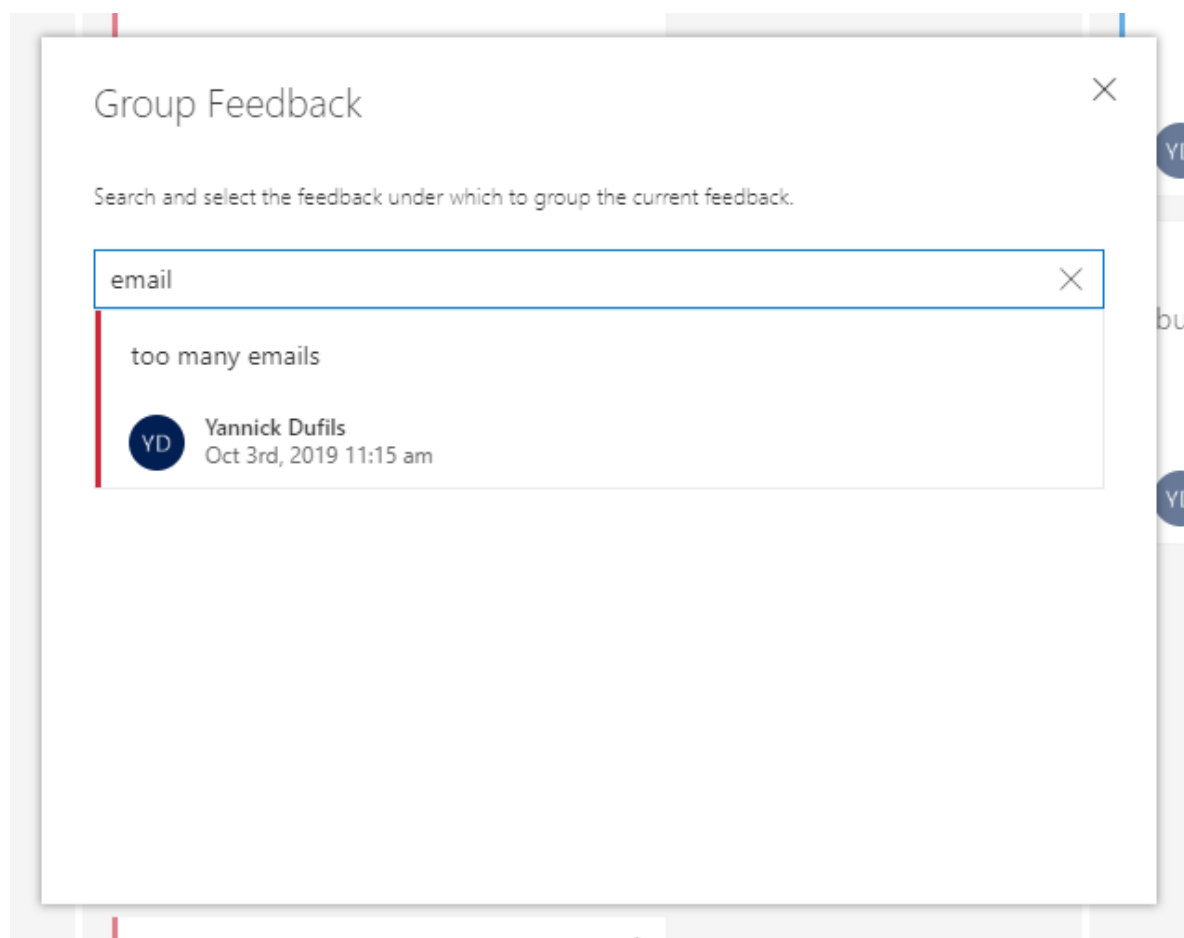
Once you click on it you will see your card with 'items'

You can expand it and see the other feedback related.

Vote for feedback

Now your items are grouped and your board is now clean and organize. You can ask your team or client to vote for the items they agree with or think are more important.
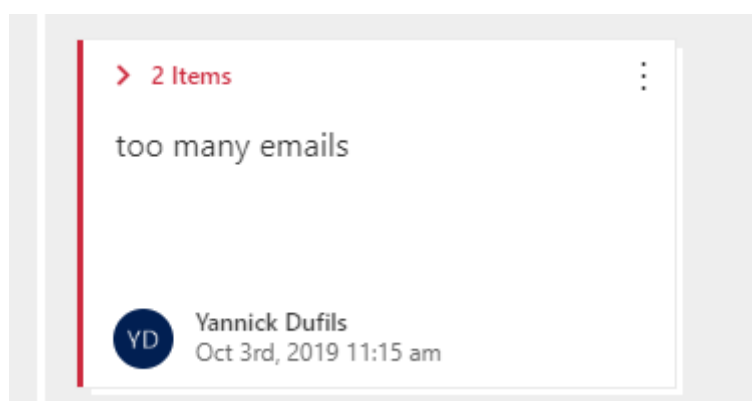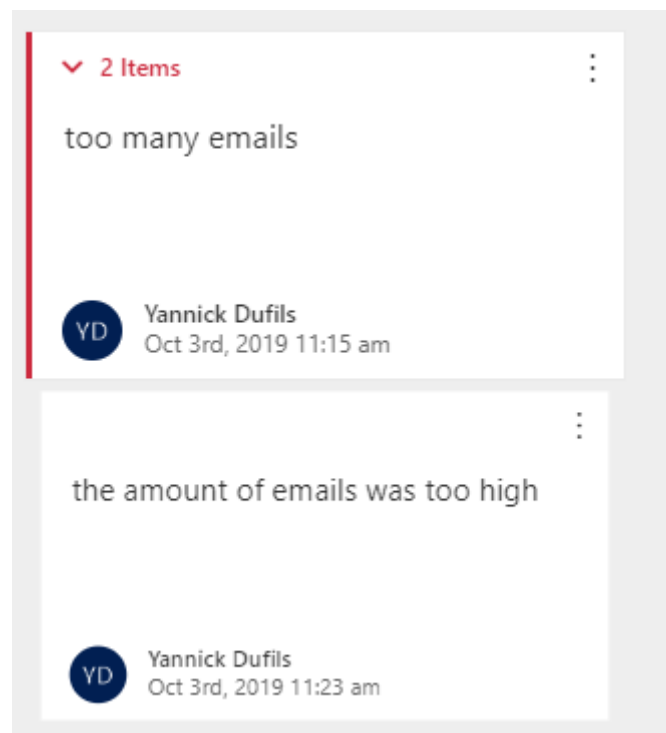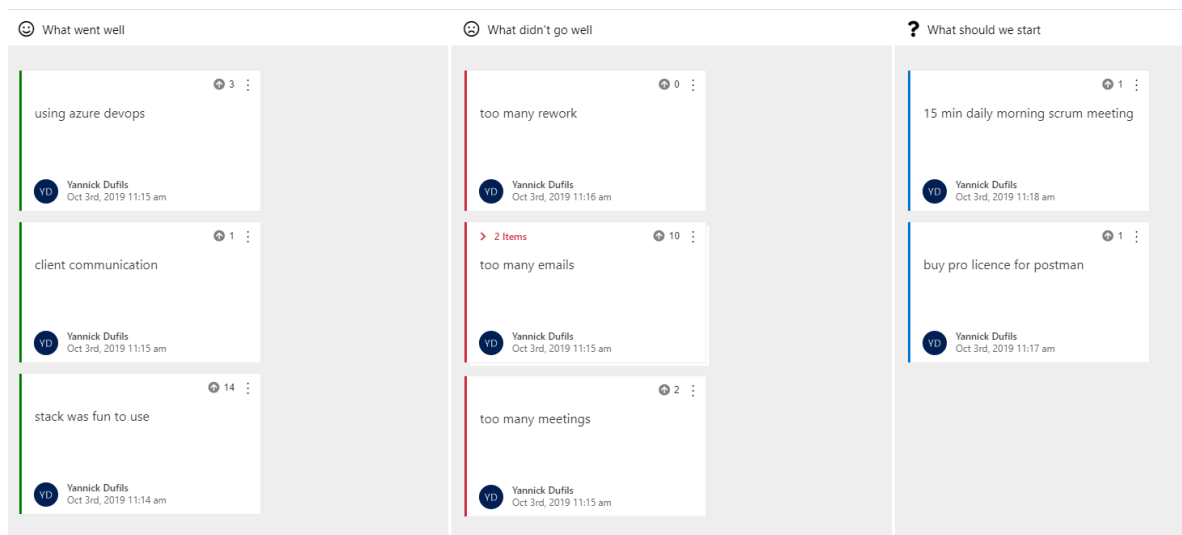
Each member can give any number of vote per item they want.

It should give a good idea of what items are consider important

At any time a feedback can be delete.

That is your choice to let say remove all the feedbacks that didn't have any vote for example.

Act

Everything described previously led to this important moment.

Everything described above can be done without any meeting.

Now that is time to gather everyone (or not). But this is the phase were you can review, create items or action items base on feeback.

You have 2 possible views for this

board view
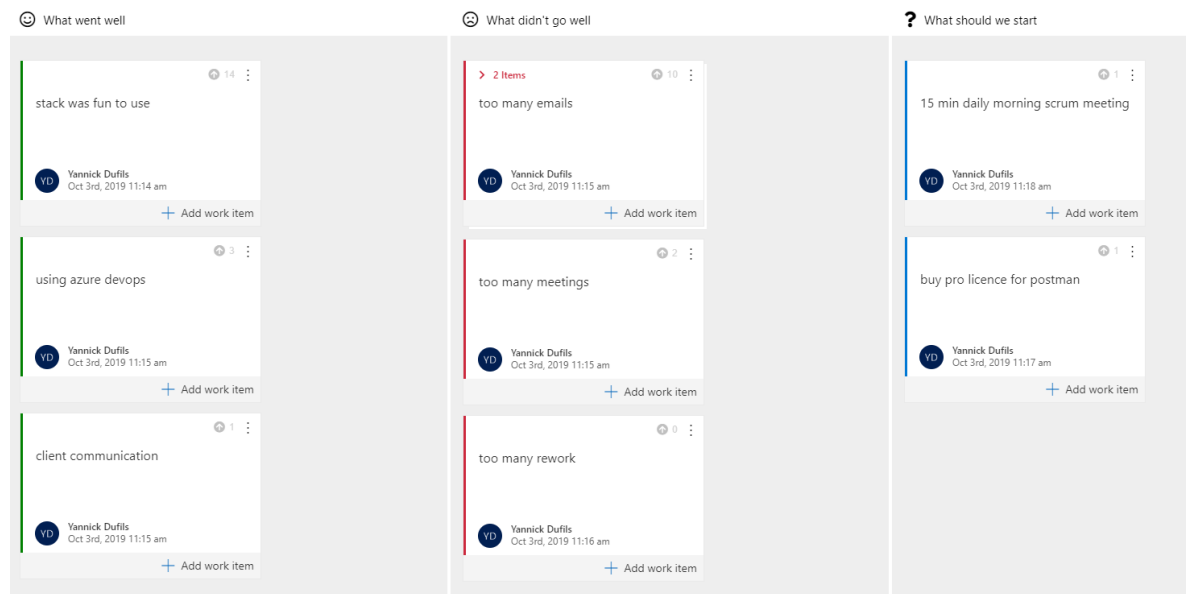
focus view it allows to go through the feedbacks one by one which can be convenient for your final retrospective meeting.
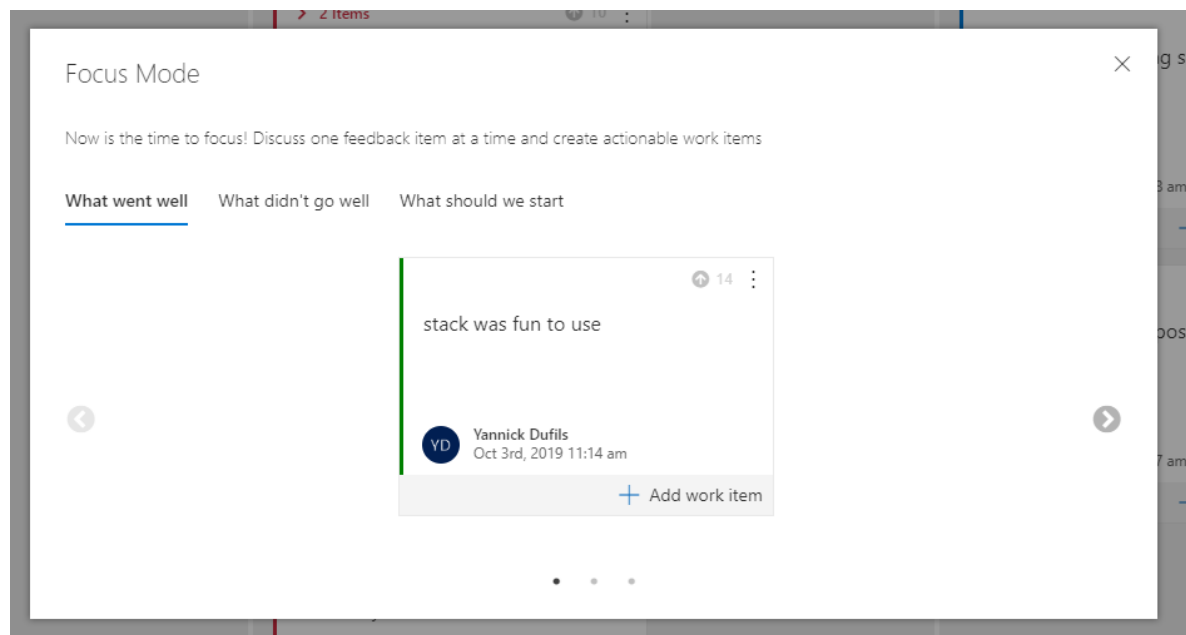
You can notice the text speak for itself.

Time to create actionable work items.

ex: stack was fun?

then a task can be created on creating a reusable template.

Track your progress

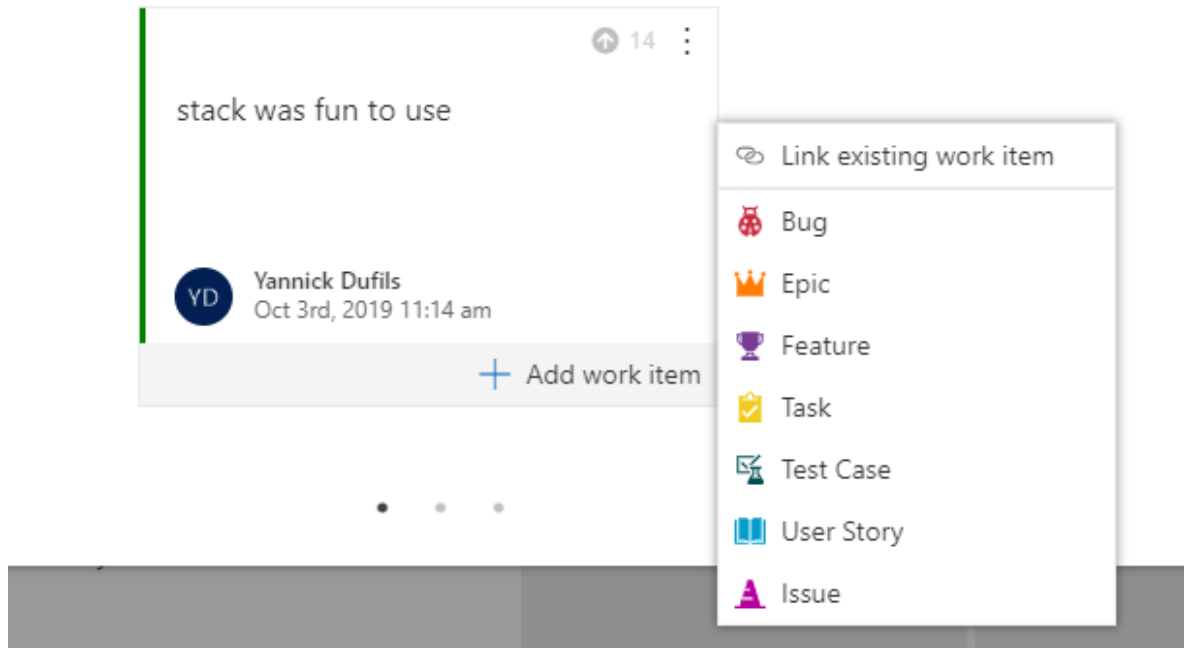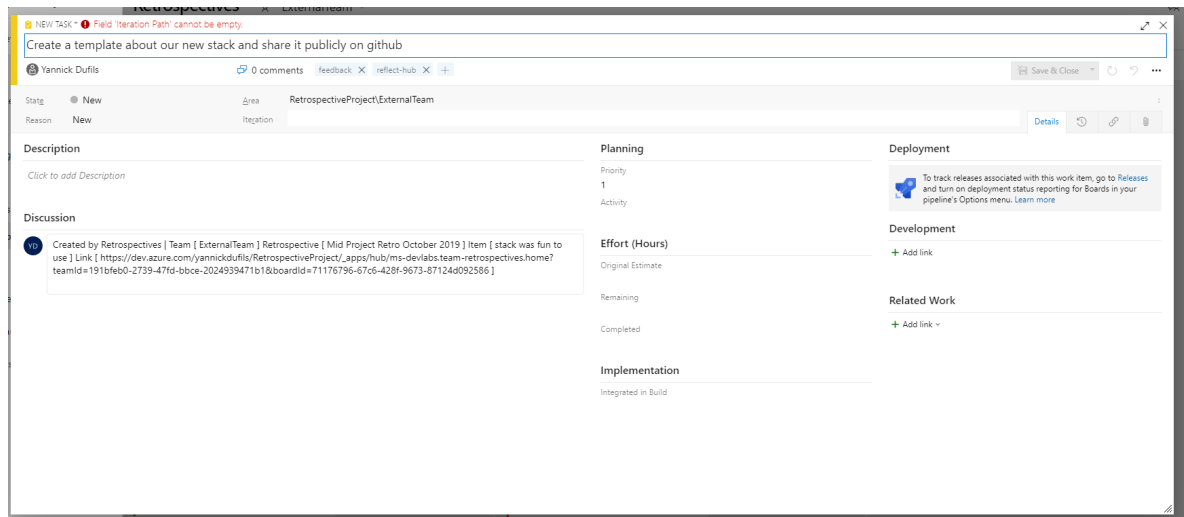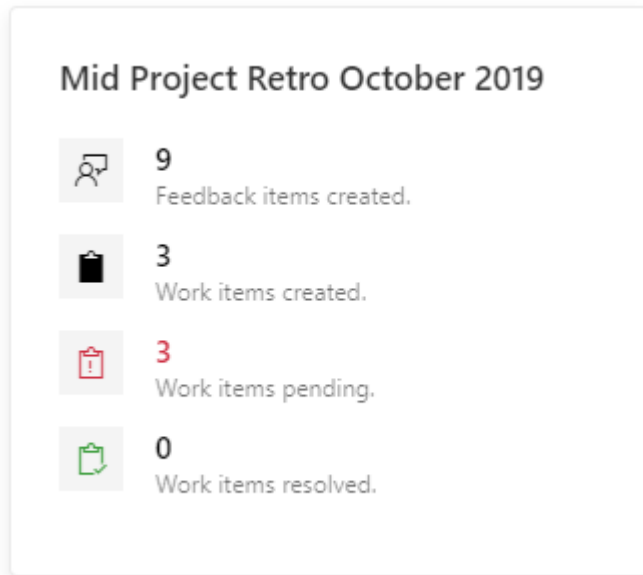Once you are done we can come back anytime at your retrospective and check if any actions items was created. Who was assigned to them, are they completed or not etc

Mid Project Retro October 2019

🗪	**9**	Feedback items created.
📋	**3**	Work items created.
🛑	**3**	Work items pending.
✅	**0**	Work items resolved.

	Retrospective Name				Created Date	Pending Work Items	Total Work Items
▼	Mid Project Retro October 2019				Oct 3rd. 2019	3	3

Mid Project Retro October 2019

🗪	9 Feedback items created.
📋	3 Work items created.
🛑	3 Work items pending.
✅	0 Work items resolved.

	Title	State	Type	Last Updated	Assigned To	Priority
📄	Order Postman Licences	New	Task	Oct 3rd, 2019	Yannick Dufils <y...	1
📄	Create a template about our new stack	New	Task	Oct 3rd, 2019	Yannick Dufils <y...	1
🔺	Invite people to use collaborative tools instead of emails	Active	Issue	Oct 3rd, 2019	Yannick Dufils <y...	1

Conclusion

TBD