

Using Slido for Team Retrospective

For remote, hybrid and in-person

Introduction

In this guide, you will learn how to use Slido at your **Team Retrospective meetings**.

A retrospective meeting is a fine opportunity for the whole team to get together, uncover any problematic issues, and have an open discussion about how to collaborate better in the future.

Slido enables you to **interact with your team at scale - whether they are remote or onsite**. It allows you to **understand the team satisfaction, identify what went well** (and what didn't), **celebrate team's achievements** as well as **measure progress over time**.

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01 Common challenges of Team Retrospective

Being unaware of team satisfaction

- **Unable to capture the mood outside of the meeting**
Not knowing how team members feel about their workflow and if there is anything they'd like to improve.
- **Fear of being the critical voice**
Many people don't feel comfortable bringing a sensitive topic to light or disagreeing with what is being said.
- **Silent majority**
53% of people think quietly and speak occasionally.

Ineffective communication

- **Disorganized discussions**
People talking over each other or not speaking up at all, debates getting off track.
- **Struggle to capture insights in real-time**
With many insights shared during the meeting, it can be challenging to keep record of them all. As a result, lots of great points may get lost in the noise.

No action steps

- **Not being able to identify the key issues**
Difficult to organize collected input and prioritize key topics.
- **Vague outcomes and a lack of action plan**
Falling back into old habits and the same challenges as there wasn't a clear action plan from the retrospective.

02 How Slido can help

Understand what people really think

- **Allow team members to provide feedback beforehand**
Receiving inputs in advance gives you time to prepare notes for facilitating the meeting.
- **Include everyone even if they can't join live**
Let everyone submit feedback, ideas or suggestions regardless of the time zone they are in.
- **Create a safe space**
Allow your team members to submit their input anonymously, which allows for more honest feedback.

Effective communication

- **Save time for discussion**
Having the team post their inputs collectively prevents time wasted by going around one-by-one verbally, leaving space to get into the discussion.
- **Have all insights in one place**
All the feedback and suggestions that you collected will be safely stored in Slido so you can access it and analyze it at any time.

Track Progress

- **Identify the key issues and decide on the next steps**
Ask your team to vote on the submitted topics and identify the most pressing ones.
- **Use inputs as calls to action**
Check the results over time to identify in which areas has your team already improved and which areas need your attention.

03 Features and poll templates

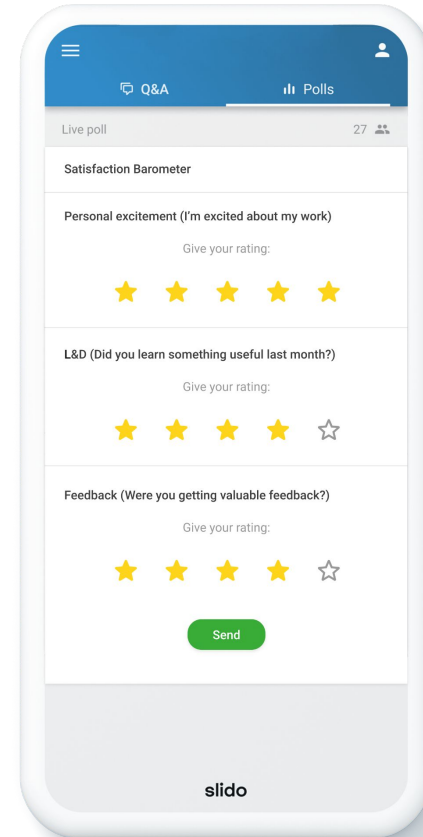
Survey poll: Run a team satisfaction survey

Why use it?

Find out what is going well in the team and what areas could be improved. Send the team satisfaction survey at least a few days before the meeting and remind people to submit their insights. This will help you to prepare for the actual team retrospective session.

Example of a survey

- **What are the current struggles that are holding us back as a team?** (open text)
- **How would you rate our team collaboration?** (rating)
- **What did you learn last month?** (open text)
- **Which areas of your work you'd like to improve?** (open text)
- **How sustainable is your current work pace?** (rating)



03 Features and poll templates

Live polls: Start - stop - continue methodology

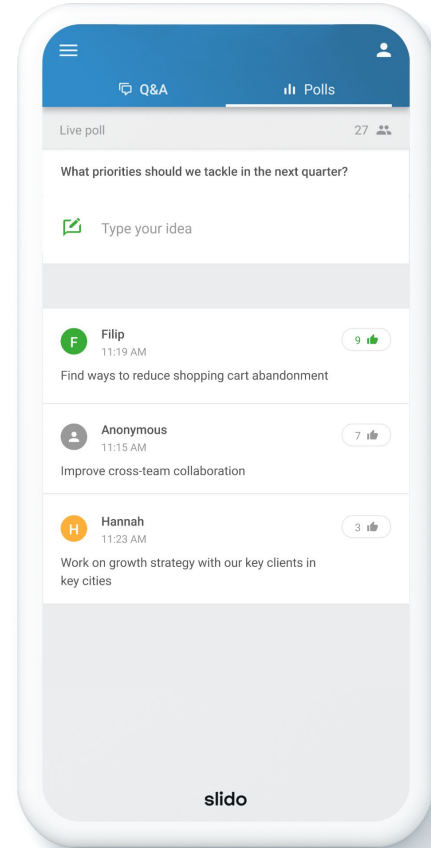
Why use it?

Start - stop - continue methodology is great for brainstorming and upvoting team ideas/challenges for setting up goals and next steps.

It's a classic retrospective method that helps teams improve thanks to identifying things they should stop doing, start doing, or continue to do the way they were done before in order to reach success.

Example

- **What activities should we stop doing?** (open text)
- **What should we continue doing to keep up our results?** (open text)
- **What should we start doing to perform better?**
(open text)



03 Features and poll templates

Live polls: Celebrate your team heroes

Why use it?

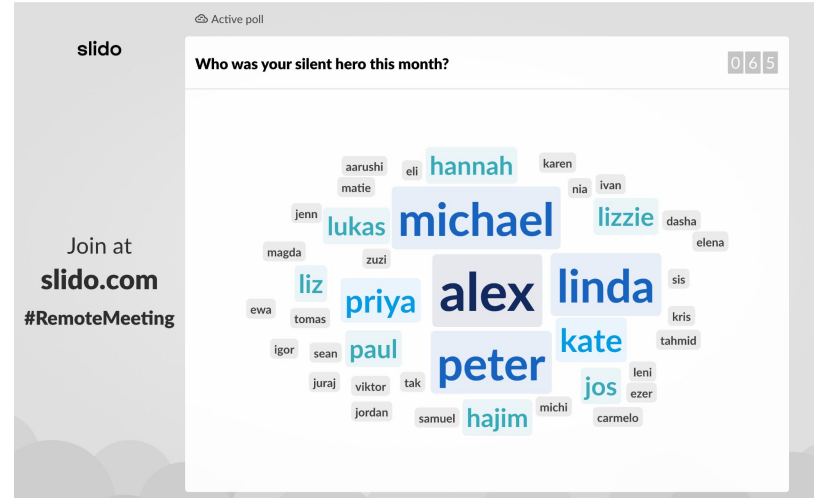
Acknowledge those working hard behind the scenes and boost the morale of the entire team.

Ask the team to each nominate a person who helped them the most or went the extra mile. Find those people who would otherwise go unnoticed and give them the recognition they deserve.

Example

- **Who was your silent hero last month?** (Word cloud)
- **Give a reason why** (open text)

Tip: Agree on a name format (First name only / Full name) before launching the poll.



03 Features and poll templates

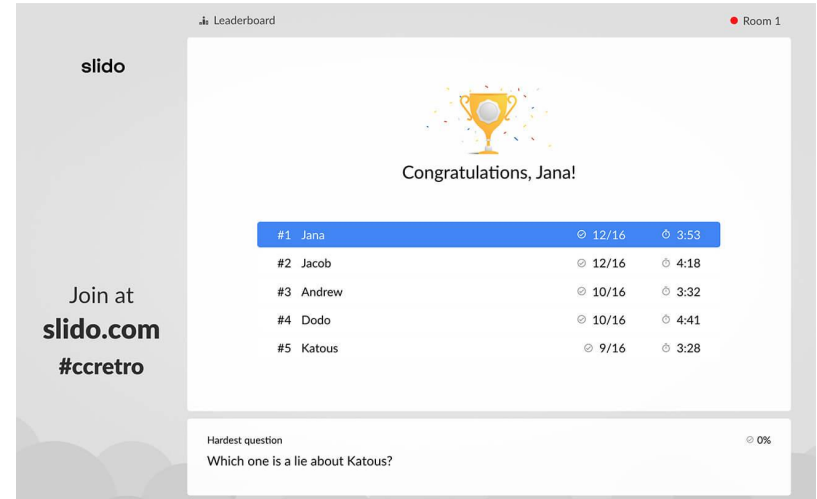
Quiz: Celebrate team and their achievements

Why use it?

Organize a quiz to acknowledge team's hard work and celebrate all of the things they helped to achieve.

Example

- What % of our plan did we achieve?
- Which activity had the biggest impact on our team goal?
- Which side project was Alex involved in last month?



The screenshot shows a Slido quiz interface. At the top, it says "Leaderboard" and "Room 1". The main content area features a gold trophy icon with confetti and the text "Congratulations, Jana!". Below this is a leaderboard table with five entries. The first entry, "#1 Jana", is highlighted in blue. The table columns are rank, name, correct answers, and time taken. At the bottom, there is a question: "Hardest question: Which one is a lie about Katous?" with a progress indicator of 0%.

| Rank | Name | Correct | Time |
|------|--------|---------|------|
| #1 | Jana | 12/16 | 3:53 |
| #2 | Jacob | 12/16 | 4:18 |
| #3 | Andrew | 10/16 | 3:32 |
| #4 | Dodo | 10/16 | 4:41 |
| #5 | Katous | 9/16 | 3:28 |

Hardest question: Which one is a lie about Katous? 0%

04 Integrations

Integrate Slido with the tools you already use for a seamless experience.



PowerPoint

[Learn more](#)



Google Slides

[Learn more](#)



Webex

[Learn more](#)



**Microsoft
Teams**

[Learn more](#)



Live video

[Learn more](#)



The following Slido setup might slightly differ based on the integrations that you are using.

05 Slido checklist

Before the meeting



slido

Tech setup

1. Go to slido.com and login to your account.
2. [Create your Slido event](#) and set up the **event name**, **date** and **event code** in the [settings](#).
3. [Create your polls](#) or [quiz](#) **before** the meeting.

Optional:

4. [Secure your event](#) and [customize the branding](#).
5. Check how to **display Slido in [Present mode](#)**.
6. [Run a practice session](#).

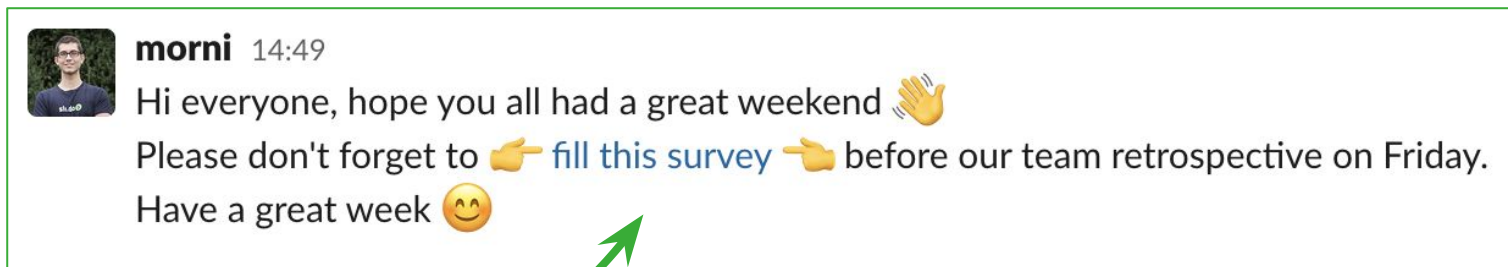
Meeting checklist


1. **Share** [Slido's event link](#) with your team to collect responses to the satisfaction survey in advance.
2. Review the survey results before the meeting and prepare actionable steps.
3. **Compare** your current satisfaction survey results with results from previous month/quarter to identify areas where your team has improved. Reflect on those activities during the team retrospective meeting.

How to communicate Slido

Before
the meeting

Example:



 **morni** 14:49
Hi everyone, hope you all had a great weekend 🙌
Please don't forget to 👉 [fill this survey](#) 👈 before our team retrospective on Friday.
Have a great week 😊

Tip: you can also share the Slido's event link via email or include it with your meeting invite.

05 Slido checklist

During the meeting



slido

Tech setup

1. [Activate your polls or survey](#) if you haven't done so in advance or [start the quiz](#).
2. **Display the results in [Slido Present mode](#).**
Tip: people are 2X more likely to engage with you if the Present mode is displayed.

Optional:

3. **Switch between Slido Present mode and your slides** with a [Slido Switcher](#) or use one of our existing integrations ([PowerPoint](#), [Google Slides](#)).

Meeting checklist

1. **Introduce Slido at the beginning.**
2. **Use Slido polls to create a safe space.**
Tip: Hide poll results and encourage everyone to submit their answers before revealing the results to avoid any bias.
3. **Follow up on your team members' replies** and encourage them to share the reason behind to help get to the bottom of the issue or topic.
4. If you have a big team, run split parts of your retrospectives in breakout rooms of 5-6 people and ask each group to post their outputs into Slido.
5. If you run a quiz, take the time to comment on each question before moving to the following one.
6. Decide on the next steps.

How to communicate Slido

During
the meeting

Example:

*“At this retrospective session, we will be using Slido to ask for your opinion and feedback via live polls and we will take a look back on the season’s highlights via live quiz. You will be able to join the conversation by going to [slido.com](#) and entering the [#eventcode](#), or by scanning the [QR code](#).**

Tip: We advise to start the meeting with an [icebreaker poll](#) to include your team right at the beginning and increase the overall level of engagement.

** Alternatively, participants can join via [Slido’s event link](#). If you are using our Webex or MS Teams integration, participants can join Slido directly in your meeting.*

05 Slido checklist

After the
meeting



slido

Tech setup & Meeting checklist

1. **Share the retrospective output** and actionable next steps with the team.
2. **Go to the [Analytics tab](#)** to view and export your data for further analysis.
3. **[Evaluate feedback](#)**
Tip: Go through your team's answers and look for concrete suggestions for improvement.
4. **Compare team satisfaction survey results over time**
*Tip: Run the team satisfaction survey with the same questions every month/quarter.
Compare the results over time to see if the actions you took had a positive impact.*

Optional:

5. After identifying the weak points, you can set up a follow-up session to crowdsource ideas for improvement and decide on the next steps (see the example below).

How to communicate Slido

After
the meeting

Example:



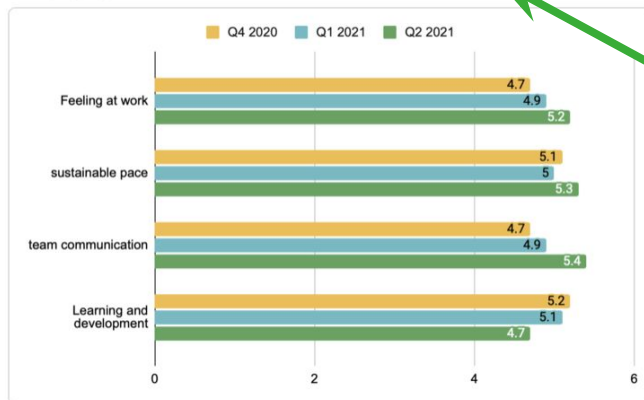
morni 10:36

Hi Team 🙌

I'd like to share the results of our team satisfaction survey. Glad to see that our midweek sync initiative really improved our team communication 🦵🚀

On the other hand, our L&D has dropped this quarter 📉 Let's open this topic at our next team meeting to see which initiatives we can do to improve our learning and development. Please [submit your ideas here](#). 🙏💡

image.png ▾



06 Additional resources

Articles:

- [How to run a great Retrospective with your remote team](#)
- [3 tips to collect honest feedback from your team](#)