

Mandatory



Service to the Scrum Team



Goal or output:

- Synchronize work
- Collect impediments
- Plan for the next 24h

Time box: max. 15 minutes every day

Dev. Team communication and understanding of individual and iteration progress, task status, critical issues or impediments

Common mistakes

- 1 Team members report the status for Scrum Master, PO or Stakeholder
- 2 Team members do not present
- 3 Time is spent on general discussions or too detailed topics (rambling or being vague)
- 4 Team members report based on the worked hours
- 5 Team members just report Task ID
- 6 Task size is increased and no action
- 7 Team member do not see any advantages
- 8 Need more than 15 minutes
- 9 Need a meeting room
- 10 Assigning task to Team members

Each Dev. Team member answers 3 questions below to help the Development Team meet the Sprint Goal:

1. What did I do yesterday that helped the Dev. Team meet the Sprint Goal?
2. What will I do today to help the Dev. Team meet the Sprint Goal ?
3. Do I see any impediment that prevents me or the Dev. Team from meeting the Sprint Goal?

Rules

- ☐ Have daily Scrum at same time & same location
- ☐ The Time box is max 15 minutes
- ☐ Take note of new impediments and issues and
- ☐ Follow up for actions
- ☐ Discuss only afterward
- ☐ Chickens (listen)
- ☐ Pigs (listen/talk)
- ☐ Be on time (finde rules how to do it)
- ☐ Focus on getting things done, do not start all items at the same time WIP should be limited
- ☐ Maintain the balance between quality and value delivered.

“ Daily Scrums improve communications, eliminate other meetings, identify impediments to development for removal, highlight, and promote quick decision-making, and improve the Development Team’s level of knowledge. This is a key inspect and adapt meeting.