2-3 Scrum Events Reflection

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**What are the key questions that can be used to frame a Daily Scrum meeting? How do they help the team achieve their goals?**

The three key questions for a Daily Scrum meeting are:

1. What did I do yesterday to help achieve the sprint goal?
2. What will I do today to help achieve the sprint goal?
3. Are there any impediments blocking my progress?

These questions build up the framework for which the meeting will be conducted. They help the team focus on their goals by developing a transparent and accountable environment. After reviewing past performances and discussing the tasks to be completed in the next sprint, the team can pin-point if their work relates to the goals of the sprint properly. Problem solving enables the team to sort out problems with blockers in real-time. That way, little time will be wasted, and the project will stay on track. (Agile Academy, n.d.)

**How does the Scrum Master help facilitate the Daily Scrum throughout the video? Consider both the Scrum Master’s own updates and times when she responded to team members.**

In the video, the Scrum Master conducts the Daily Scrum as a coach, as a person who supports and serves the team. She then starts on a positive note, reminding the team about the three questions they should remain focused on. It also shows that the Scrum Master only interfered if needed be, for instance, one developer raised a blocker about testing environments in development and the Scrum Master made sure that the problem would be solved outside of the Scrum Meeting. Also, the brief report that was provided also demonstrated how each of the team members should provide their status, which contributed to a time effective and meaningful meeting. She was aware of the team’s time and adhered to the 15-minute time frame while also ensuring that productive updates were given.

**How effective were the actions taken by the Scrum Manager? How could she improve?**

The Scrum Master made useful interventions when it came to the transparency and focus of the development team during the Daily Scrum. From this, she was able to assess common follow-ups for barriers to facilitate servant leadership to ensure the team could continue further work as required. However, an area of improvement would be in relation to getting all the team members more involved. For instance, those in the video who were less vocal did not hear any instructions asking to contribute more new information. Every member should get a chance to speak, or everyone should be involved directly in the discussion, which can be achieved by using round robin speaking practices. Furthermore, using tools such as the Scrum board, which is easily seen during the meeting, may serve to strengthen organization and descriptions of the roles within the meeting so the team can see what is being done and likely dependencies.

Agile Academy. (n.d.). *Daily standup meeting.* Retrieved from <https://www.agile-academy.com/en/scrum-master/daily-standup/>

Davis, V. (2024, December 16). *Daily Scrum: Best practices and how to run it*. PMP Certification Course. Retrieved from

<https://www.pmpcertificationcourse.com/blog/daily-scrum>