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**Reflection – Importance of the Daily Scrum**

Review this sample [Daily Scrum Meeting](https://scrumtrainingseries.com/DailyScrumMeeting/index.html) video. Reflect on the format and effective practices of a **Daily Scrum** by addressing the following:

1. What are the key questions that can be used to frame a Daily Scrum meeting? How do they help the team achieve their goals?
   * Answer:
   * A daily Scrum meeting can be guided by three key questions to keep the meeting focused and facilitate achieving goals (SNHU. (n.d.)):
     1. What did you work on yesterday?
        + This helps everyone understand individual contributions and identify dependencies between tasks.
     2. What are you going to work on today?
        + This promotes transparency and allows for collaboration and course correction if needed.
     3. Are there any impediments in your way?
        + This surfaces roadblocks early on, allowing the team to address them and avoid delays.
2. 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.
   * Answer:
   * The Scrum Master helps facilitate the Daily Scrum by:
     1. Providing an example: Answers key questions based on her situation to ease the team into delivering their perspective to the key questions (Cohn, M. (n.d.)).
     2. Finishing on time: Ensures the meeting completes within the 15-minute timebox.
     3. Not forcing her opinion: When a team member asked about the product owner’s whereabouts, the scrum master did not immediately respond and allowed other team members to answer the question.
     4. Keeping the discussion on topic: Whenever the discussion steered off-topic, the Scrum Master did not point it out; instead, she patiently waited for a team member to point it out. Once the team agreed they were off-topic, the Scrum Master added the off-topic to a sidebar so the team could discuss it after the standup meeting. This action did not control the team but guided them back on track (Atlassian. (n.d.)).
3. How effective were the actions taken by the Scrum Manager? How could she improve?
   * Answer:
   * The action taken by the Scrum Manager were effective because:
     1. Team members were well-informed and guided throughout the discussion.
     2. The standup meeting finished on time (Moore, K. (2024, April 11)).
     3. Tangents were noted, and the team recovered quickly to stay on topic.
     4. The Scrum Manager did not force an opinion, which allowed the team to converse and figure out a solution by themselves.
     5. Every team member, besides Eddie (the late guy), was able to answer key questions and communicate every relevant information they had.
   * She could improve by:
     1. Finding a solution for Eddie’s consistent impunctuality.
     2. By decreasing the number of off-topic discussions during the meeting. For example, she could ask everyone to write off topics on the sidebar board before the start of the meeting so the team can avoid going on a tangent during the meeting.
     3. Facilitating problem-solving more so the team’s productivity could increase.

**References**

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Moore, K. (2024, April 11). *The Complete Guide to scrum meetings*. monday.com Blog. https://monday.com/blog/rnd/the-different-types-of-scrum-meetings-for-beginners/