

# Checklist for Scrum Master

Checklist and notes for the scrum master.

Update this document for every sprint.

- 1) Sprint backlog selected based on Product owner's thinking?
- 2) Is the sprint backlog a manageable/feasible size (in terms of efforts)?
- 3) Anything from this meeting or team interaction, creates a question for the customer? Is Yes, ask the team leader to schedule a meeting with the customer.
- 4) Are the goals and the owners of the task clear?
- 5) Here are some characteristics of good team ethics and dynamics.
  - a. Clear goals.
  - b. Concentration and focus on the job at hand.
  - c. Personal control.
  - d. High Accountability.
- 6) Remind the team what is the next step from here.
- 7) Conduct a brief mid-sprint check up to re-review acceptance criteria.