# Scrum Process Reminder

## Daily Meetings:

Every day at 10h30 , the Scrum Development Team members spend a total of 15 minutes reporting to each other what they did the previous day, what they will do today and what impediments they faces.

By focusing on those questions, the team gains an excellent understanding of what work has been done and what work remains.

It’s important to remember that:

* Daily meetings start at 10h30.
* Daily meetings are time-boxed to 15 minutes.
* All the development team members must be present.
* It’s useful that the product owner attends to these meetings.
* Daily meetings are not used to solve problems.
  + Topics that require additional attention may be discussed by relevant subgroups immediately after the meeting.
  + Focus more on the *“what”* and not on the *“how”.*

## Boards:

Don’t forget to update the physical and logical boards according to the “Scrum Board Reminder”.

**Handling problems:**

In need, feel free to contact the scrum master when facing problems associated with:

* Scrum process.
* Impediments/obstacles.
* Environment problems.
* External interference and distractions: management / customers.

Don’t forget that the scrum development team is self-organized, so if facing other kind of problems contact the appropriate team member.