All members of the team gathered up in time-boxed 15 minute meetings in which they took turns and talked about what they’ve completed since the last daily meeting, what they were planning to do next and also if there are going to be any issues in accomplishing their next tasks.

The group held daily Scrum meetings and used them as a method to communicate and to track the progress of the project. Each member explained the work he or she did, the problems that were encountered along the way, and the potential solutions that can be applied or were applied for the problem(s). After the Scrum Master made sure that everybody progresses effectively, the Scrum Group decides on and splits the daily responsibilities to its members. After the group has a clear goal, they begin working on their personally assigned tasks.

If any impediments or problems arose, they were the Scrum Master’s responsibility to resolve them as quickly as possible, to ensure a smooth work flow.