STAND-UP MEETING IN SCRUM

The daily stand-up is a short, daily meeting to discuss progress and identify blockers. The reason it's called a "stand-up" is because if attendees participate while standing, the meeting should be kept short.
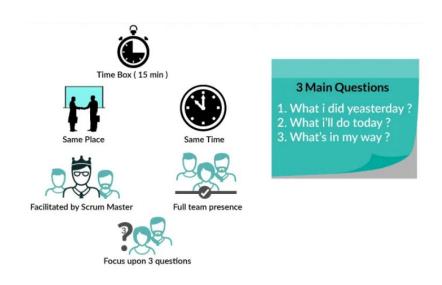
For software teams, a stand-up is like a sports team's huddle. Like (American) football and rugby, the team huddles before each play. The huddle is strategic: it keeps the team informed, connected, and calibrated throughout the game. For software teams, the stand-up is like the team's huddle. It's even commonly known as the daily scrum, and reinforces "we" to keep everyone aware of the team's landscape and progress.

Said another way, a stand-up is a daily meeting that involves the core team: product owners, developers, and the scrum masters. This meeting's flavor is unique to each team, but at Atlassian we use three simple questions to generate structure:

- What did I work on yesterday?

- What am I working on today?

- What issues are blocking me?

Time Box (15 min)

Same Place

Same Time

3 Main Questions
1. What i did yeasterday ?
2. What i'll do today ?
3. What's in my way ?

Facilitated by Scrum Master

Full team presence

Focus upon 3 questions

These questions highlight progress and help flag team blockers. Also, it strengthens the team when everyone shares the progress they're contributing to the team. The daily reinforcement of sharing individual successes and plans keeps everyone excited about the team's overall contribution to the organization.

At the individual level, it's important to walk into the day's stand-up knowing what you're going to say. It keeps the energy of the stand-up high and everyone engaged. At Atlassian, individuals use Jira boards to keep on top of their projects with quick filters. Two great filters that can be used together to help prepare for stand-up are "only my issues" and "recently updated." When these two filters are used together, they show the issues assigned to you and that have been updated in the last day.

RETROSPECTIVE MEETING

SPRINT RETROSPECTIVE OBJECTIVES

01 What worked or went well?

02 What caused problems, failed to work properly, or did not go well?

03 What can be done differently in the next sprint to improve the process and overcome the problems occurring previously?

The purpose of the Sprint Retrospective is to plan ways to increase quality and effectiveness. The Scrum Team inspects how the last Sprint went with regards to individuals, interactions, processes, tools, and their Definition of Done. Inspected elements often vary with the domain of work. Assumptions that led them astray are identified and their origins explored. The Scrum Team discusses what went well during the Sprint, what problems it encountered, and how those problems were (or were not) solved.

The Scrum Team identifies the most helpful changes to improve its effectiveness. The most impactful improvements are addressed as soon as possible. They may even be added to the Sprint Backlog for the next Sprint.

The Sprint Retrospective concludes the Sprint. It is timeboxed to a maximum of three hours for a one-month Sprint. For shorter Sprints, the event is usually shorter.

During the Sprint Retrospective, the team discusses:

- What went well in the Sprint
- What could be improved
- What will we commit to improve in the next Sprint

The Scrum master encourages the rest of the Scrum Team to improve its process and practices to make it more effective and enjoyable for the next Sprint. During each Sprint Retrospective, the Scrum Team plans ways to increase product quality by improving work processes or adapting the definition of "Done" if appropriate and not in conflict with product or organizational standards.

By the end of the Sprint Retrospective, the Scrum Team should have identified improvements that it will implement in the next Sprint. Implementing these improvements in the next Sprint is the adaptation to the inspection of the Scrum Team itself. Although improvements may be implemented at any time, the Sprint Retrospective provides a formal opportunity to focus on inspection and adaptation.