Preparation Checklist

☐ Establish a time for the daily stand-up event that the team agrees upon

☐ Find a physical or virtual space which fosters communication and collaboration

☐ Ensure there is time reserved for a meet-after, if needed

☐ Prepare inputs

    ☐ Updates on risks and impediments raised previously

    ☐ Status of Iteration Goals

    ☐ Updated and visible work management tool or team board

    ☐ Updates from dependent teams

Expected Outputs of the Daily Stand-Up

☐ Alignment on the work completed previously and for the day ahead

☐ Surfaced risks/impediments that are blocking the team

☐ Resolution of meet-after topics or follow up actions agreed

Actions to take from the Daily Stand-Up

☐ Scrum Master follows up on risks and impediments

☐ Product Owner updates Iteration Goals if required

☐ Socialize possible impacts to dependent teams or PI Objectives

☐ Update work management tool or team board

Tips and Techniques

- The entire Agile Team should attend all daily stand-ups
- The Product Owner gains insight into Stories ready for acceptance prior to the end of the Iteration
- The team is raising risks and impediments
- Identify possible impacts to dependent teams or PI Objectives
- Mitigate conflicts between team members

- Avoid daily stand-ups becoming a status report. Instead, team members provide measures of progress to enable coordination and collaboration across teams
- Create an environment to support decentralized decision making
- Guide the team to self-organize after the daily stand-up to achieve the Iteration Goals