Dokument za Daily Scrum

**Daily Scrum Meeting**

Date: [Insert Date] Time: [Insert Time] Location: [Insert Location]

**Attendees:**

* [Insert name]
* [Insert name]
* [Insert name]
* [Insert name]
* [Insert name]

**Agenda:**

1. **What did you do yesterday?**
   * [Insert team member 1's progress update]
   * [Insert team member 2's progress update]
   * [Insert team member 3's progress update]
   * [Insert team member 4's progress update]
   * [Insert team member 5's progress update]
2. **What will you do today?**
   * [Insert team member 1's plan for the day]
   * [Insert team member 2's plan for the day]
   * [Insert team member 3's plan for the day]
   * [Insert team member 4's plan for the day]
   * [Insert team member 5's plan for the day]
3. **Do you have any obstacles or roadblocks?**
   * [Insert team member 1's obstacle or roadblock]
   * [Insert team member 2's obstacle or roadblock]
   * [Insert team member 3's obstacle or roadblock]
   * [Insert team member 4's obstacle or roadblock]
   * [Insert team member 5's obstacle or roadblock]
4. **Additional comments or concerns**
   * [Insert any additional comments or concerns raised by team members]
5. **Is there anything that needs to be escalated or discussed with the team or stakeholders?**
   * [Insert any issues that need to be raised to the team or stakeholders for discussion]
6. **Are we on track to meet our goals and deadlines?**
   * [Insert team member 1's assessment of the team's progress towards goals and deadlines]
   * [Insert team member 2's assessment of the team's progress towards goals and deadlines]
   * [Insert team member 3's assessment of the team's progress towards goals and deadlines]
   * [Insert team member 4's assessment of the team's progress towards goals and deadlines]
   * [Insert team member 5's assessment of the team's progress towards goals and deadlines]
7. **Is there anything else that needs to be discussed?**
   * [Insert any other items that need to be discussed by the team]

**Meeting adjourned**