

Daily Scrum Facilitator Guide

The main purpose of the Daily Scrum is to track progress of the work and is organised by the Development teams whereas, facilitated Scrum Master, acts as the facilitator of the meeting, and coaches the team to keep the meeting is time restricted.

Daily scrum is a crucial process to adapt and inspect activity to help the team achieve the goal faster.

The following practises must be followed during the entire duration of the meeting.

1. This daily scrum must take place once every 24 hours at the same place or agreed location i.e., online or in person.
2. All the team members should be present to inspect the progress.
3. Highlight the problems that I needed to be resolved.
4. The development team members should focus on the three questions.
 - What I did yesterday?
 - What will I do today?
 - What are the obstacles?
5. During the meeting, only development team members should talk, and the scrum master ensures they are not interrupted if there are any other members (observers) are present.