DAILY SCRUM
Every day - same time

▶ This short meeting allows a quick and very efficient way of synchronisation for a team

▶ It promotes know-how transfer, increases synergies, self-organisation, commitment within the team and impediments can be identified

▶ Participants: The development team

▶ Procedure: The team meets every day at the same time. The meeting is time-boxed to 15 minutes

▶ This meeting involves everybody answering following three questions:

  ▶ What did I accomplish yesterday?

  ▶ What will I do today?

  ▶ What obstacles are impeding my progress?

TRAINING EXCERCISES

- ☐ Organise a Kick-off Meeting
    - ☐ Make sure everybody understands the sense of the daily scrum
    - ☐ Set the criterias for a star rating (1 to 5) of the daily meeting's quality (return-on-investment, time-boxing, fun factor, bus-factor, etc.).
    - ☐ Plan daily scrum meetings within the next 3 weeks (time-boxed to 15 minutes)
- ☐ Absolve the Moves
    - ☐ Do the daily scrum meeting according the procedures explained before
    - ☐ After every daily scrum, every team member makes a star rating of the meeting according the criterias set in the kick-off meeting
    - ☐ The move is passed if it gets an average of 3 stars or more
- ☐ Organise a Retrospective Meeting at the end of the three weeks
    - ☐ Take a retrospective look at the moves and the corresponding rates
    - ☐ The team passes the certification if there are 10 passed moves within the 3 weeks