



DAILY MEETING 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 EXERCISES

- ☐ Organize 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
- ☐ Organize 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