**Daily Scrum Meeting Reflection**

**What are the key questions that can be used to frame a Daily Scrum meeting? How do they help the team achieve their goals?**

For the Daily Scrum meeting it’s important to have a framework in place so product collaboration can happen. To do this, the Scrum Master can impose a set of questions that help guide the narrative of each meeting. For instance, the key questions that help frame the Daily Scrum meeting are:

* What did I do yesterday to help meet the Sprint Goal?
* What will I do today to help meet the Sprint Goal?
* What impedes us from meeting the Sprint Goal?

The first question helps to illustrate where you are in the process as far as what has already been completed, how much progress did you make, and did you meet your expectation for productivity that day? The second question forces you to consider what tasks that day will help you reach your Sprint Goal. By understanding what each team member is required to do each day it gives them a basis on how to work efficiently, so that they can prioritize certain tasks over others. This helps them to reach certain goals within certain time frames. The third question is more subjective than the rest because each person will face unique obstacles. Therefore, considering the specific challenges they encounter in achieving the Sprint Goal will aid in framing those challenges and determining how best to tackle them. Those three questions, however, are not required for each Daily Scrum meeting. They merely act as a reference point, and each Scrum Master or team member can set their own questions as they see fit.

**How does the Scrum Master help facilitate the Daily Scrum throughout the video? Consider both the Scrum Master’s own updates and times when she responded to team members.**

The Scrum Master plays a pivotal role in facilitating the Daily Scrum meeting by encouraging team members to openly discuss any impediments they’re facing. This not only fosters engagement but also ensures that everyone’s input is considered. Once team members voice their challenges, the Scrum Master provides valuable feedback on addressing them. Additionally, team members collaborate among themselves to address these challenges effectively.

While the Scrum Master actively works with the team to enhance productivity and engagement, they also engage in collaboration with fellow Scrum Masters to gather external perspectives and generate innovative ideas for Daily Scrum improvements. Furthermore, the Scrum Master creates a supportive work environment by catering to the needs of developers, ensuring they have the necessary resources for successful engagement.

The Scrum Master can respond to team members either by offering advice or making a list of side bar topics to discuss at appropriate times, since the Scrum Meeting is short, and most topics must pertain to the Daily Scrum. For instance, the conversation regarding whether the Product Owner should attend the Daily Scrum is used as a topic for a sidebar as opposed to the focus point of the meeting.

Another thing that she does to facilitate the Daily Scrum throughout the video is that the Scrum Master will begin the meeting by holding a beach ball in her hand, a sign that she is the one speaking at that time. She starts by talking about what she did, like the Test-Driven Development (TDD) with Tim, and goes on to explain what was involved. For example, how she develops the code by starting with writing tests, writes productive code, then refactors that code until all tests are passed.

**What things did the Scrum Master do effectively? How could she improve?**

The Scrum Master was effective in adhering to the key questions of the Daily Scrum meeting by listing her own completed, and current tasks, as well any impediments. This helps to provide a focal point of the meeting and helps to provide courage for others to discuss some of the similar things they are experiencing. I think it’s important for the Scrum Master to do this because they are not inherently your manager but are more of a leader who is at the same level as her peers. The downside to this unfortunately is that others may take advantage of this opportunity and may not take the Scrum Meeting as seriously as others or put in effort equally. This is showcased in the video when one developer repeatedly shows up late to the meeting despite coworkers bringing this up. Since the Scrum Master lacks any real authority over the other team members it’s difficult to address certain issues that may be impacting team performance. I think this is where she can improve as a Scrum Master, since instead of setting that difficult conversation as a side bar, she can address the issue to the individual personally and reiterate how their lack of effort in certain areas is impacting team performance and moral.

At the end of the day the Scrum Master’s job is to facilitate engagement and encouragement from team members during the Daily Scrum meeting. They also help to create a safe place where team members can speak freely and be an autonomous group with the ability to solve problems through creative collaboration. Furthermore, the benefit of outlining key questions for the Scrum Meeting helps each team member gauge where they are in the development process and provides a healthy space for other team members to offer help where needed. Finally, the Scrum Meeting is a highly beneficial process for developing a sophisticated system that relies on self-autonomy and thoughtful engagement from various team members to gather and discuss ideas, thoughts, and impediments.