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**2-3: Scrum Events**

The Daily Scrum is a crucial component of the Scrum format. It is a point of inspection in the progress toward the Sprint Goal (Schwaber & Sutherland, 2020). To do so, it provides a time for the entire team to review the status of the project and the plan for the next 24 hours. It should empower the team, allowing for improved communication, productivity, and provide the necessary adaptability and flexibility to deal with roadblocks early.

The meeting should follow a standard format and should be timeboxed to no more than 15 minutes (Schwaber & Sutherland, 2020). This allows for each team member to present the information in a way that will be easily understood by the group and remove extraneous information. The Scrum Master should keep a list of this extraneous information, though, that can be moved to a list of sidebar topics for after the Daily Scrum (James, 2020).

Since it is a daily event, roadblocks can be dealt with early and quickly via the Daily Scrum. The Scrum Master may be able to help if the roadblocks are external, such as a coworker outside the team trying to take time from one of the team members (James, 2020). An internal roadblock is best handled by the team members. Since they are a cross-functional team (Cobb, 2015), often one team member can assist in clearing that impediment of another member.

As with any project, changes should be expected. Scrum follows an iterative and incremental approach to product and service development, making it possible to incorporate change at any step in the development process (SCRUMstudy, 2023). Each day the team can intake updated information about the project and decide if it will wait until the end of the Sprint or integrate it into the work being done. This means that there will be little to no loss of momentum or wasted work.

Schwaber, K., & Sutherland, J. (2020). *The Scrum Guide*. https://scrumguides.org/. https://scrumguides.org/docs/scrumguide/v2020/2020-Scrum-Guide-US.pdf

James, M. (2020). *Module 4: Daily Scrum Meeting*. *Daily Scrum meeting*. CollabNet. Retrieved November 5, 2023, from https://scrumtrainingseries.com/DailyScrumMeeting/index.html.

Cobb, C. G. (2015). Chapter 3 Scrum Overview. In *The Project Manager’s Guide to Mastering Agile: Principles and practices for an adaptive approach* (pp. 38). essay, John Wiley & Sons.

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