

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?

Each team member should answer the following questions:

- 1) What did I do yesterday to help meet the sprint goal?
  - a. Discussing what each team member did the day before the meeting to help the sprint goal helps the team see the progression of each portion of the project and gives the team the next steps to continue with their portion of the project.
- 2) What will I need to do today to help meet the sprint goal?
  - a. Discussing what each team member will do to help meet the sprint goal allows everybody to be on the same page for work that needs to and will be done for the day. Knowing what will be worked on for each portion of the project can also help team members plan for daily collaborative work.
- 3) What impedes us from meeting the sprint goal?
  - a. Discussing what impedes each team member from meeting their sprint goal helps the team understand what issues each team member is facing with their portion of the project. Knowing the problems each team member is facing allows for better communication and ability to work as a team to find solutions to ensure project productivity.

Overall, asking the three questions above allows the team to better communicate progress of the project. Sharing ideas and impediments for continuing with the project also gives all of the team members a chance to think of new ideas or help each other.

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 helps facilitate the Daily Scrum by conducting the meeting. First, she announced how she was going to help with the meeting and discussed the agenda of the meeting and listed the three questions that each team member will be answering to improve team organization and collaboration. She made sure that each team member stayed on topic.

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

The Scrum Master did a good job with conducting most of the Scrum meeting. She answered all the questions that she listed for each of the team members herself. There were times in the meeting where she could have jumped into a conversation between team members to ensure that everyone stayed on topic but for the most part, she did a good job. One of the ways that she could have improved is by providing more information about the backlog and ways that she was going to improve on or fix her impediments. Maybe she could have also asked a question about how everybody plans on fixing their impediments.