**Key Questions for Daily Scrum Meetings:**

Daily Scrum meetings are important in the Scrum framework. They help the team stay on track and make progress every day. The key questions asked during a Daily Scrum meeting are:

1. **What did you do yesterday to help the team meet its goals?**
2. **What will you do today to help the team meet its goals?**
3. **Are there any impediments or obstacles in your way?**

These questions help everyone know what each team member did, what they plan to do, and if they are facing any problems. This keeps everyone informed and ready to help if needed.

**Role of the Scrum Master in Facilitating Daily Scrum:**

The Scrum Master is a key person in making the Daily Scrum effective. In the video, the Scrum Master helped the team by:

1. **Ensuring Participation**: The Scrum Master made sure everyone had a chance to speak, making sure all team members' voices were heard.
2. **Prompting Key Questions**: By asking the three key questions, the Scrum Master kept the meeting focused and relevant.
3. **Offering Assistance**: The Scrum Master listened to any problems team members had and offered help or made a note to solve the issues later.
4. **Time Management**: The meeting was kept short and to the point, respecting everyone’s time and keeping things moving quickly.

**Effectiveness of the Scrum Master:**

The Scrum Master in the video was mostly effective. Here are some things she did well and some areas for improvement:

1. **Maintaining Structure**: The Scrum Master kept the meeting organized and focused, which is important to avoid wasting time.
2. **Encouraging Open Communication**: She made sure everyone felt comfortable sharing their progress and problems, which is essential for teamwork.
3. **Removing Impediments**: She noted the issues mentioned by team members and showed a willingness to help solve them, which is crucial for keeping the project on track.

To improve, the Scrum Master could:

1. **Provide Specific Feedback**: Giving more specific advice or solutions to problems as they come up could help solve issues faster.
2. **Encourage Collaboration**: Getting team members to help each other more during the meeting could lead to quicker solutions and better teamwork.
3. **Highlight Achievements**: Occasionally mentioning big achievements or milestones can boost team morale and motivation.

In conclusion, the Daily Scrum meeting led by the Scrum Master in the video was effective in keeping the team on track. Asking the key questions helped everyone stay clear on their tasks. The Scrum Master's role in making sure everyone participated, managing time, and addressing problems was good. By giving more specific feedback, encouraging more teamwork, and celebrating achievements, the Scrum Master could make these meetings even more effective, helping the team succeed.

## References:

Scrum Training Series. (n.d.). Daily Scrum Meeting. Retrieved from <https://scrumtrainingseries.com/DailyScrumMeeting/index.html>