# Daily Scrum Guide

**Scrum Master** – Developer 1

**Other parties present** – Developer 2, Developer 3, Developer 4, Developer 5, Developer 6, and Developer 7

**Meeting place** – Microsoft Teams Meeting, 10 AM

**Time limit** – 15 Minutes

## Item 1 – Check-in (3 mins):

* Ask what each member got done yesterday
* Discuss what went right, what went wrong, what could have been improved

## Item 2 – Choose items (5 mins):

* Discuss what items on the sprint backlog need to be done today.
* Ensure each team member is happy with the items they are doing.

## Item 3 – Setbacks (5 mins):

* Ask each member if anything may hinder the work that each member must do
* Discuss what impact these hindrances may have and what could be done to solve them

## Item 4 – Conclusion (2 mins):

* Summarise what is to be done and set tomorrow’s meeting time
* Say goodbyes