***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**