

# Daily Stand Up Meeting

## Interview Questions:

- Tell me about your daily stand up meeting
- What does **BurnDown chart** report?

## Daily Stand Up meeting

- Also called - **Daily Scrum**, or simply **Stand Up**
- Stand-up is a short everyday meeting, takes **roughly 15 minutes**.
- Designed **to quickly inform** team members about what's going on across the team
- Each team member should **briefly provide the answers** of the following three questions:
  - What did you do yesterday?
  - What will you do today?
  - Does anything block you? Do you have any impediments?
- Daily stand-up is **NOT** a **detailed status meeting**. It is for status update, not for any discussion. For discussion, team members should schedule another meeting at a different time.
- Participants **usually stand** instead of sitting so that **the meeting gets over quickly**.
- SM displays the **project management tool (jira)** in the meeting
  1. SM displays the "**Sprint Active Board**" - For the team **to see** what is being finished and what is taking longer than expected.
  - 2.SM displays the "**BurndDown Chart**" report - a graphical representation of work left to do versus time. It is useful for predicting when all of the work will be completed.

## Attendees:

- **Scrum Master** - Host the meeting
- **Development Team** - answers 3 questions
- PO,BA are optional

## Time box:

15 minutes

## When:

- Everyday, typically in the morning

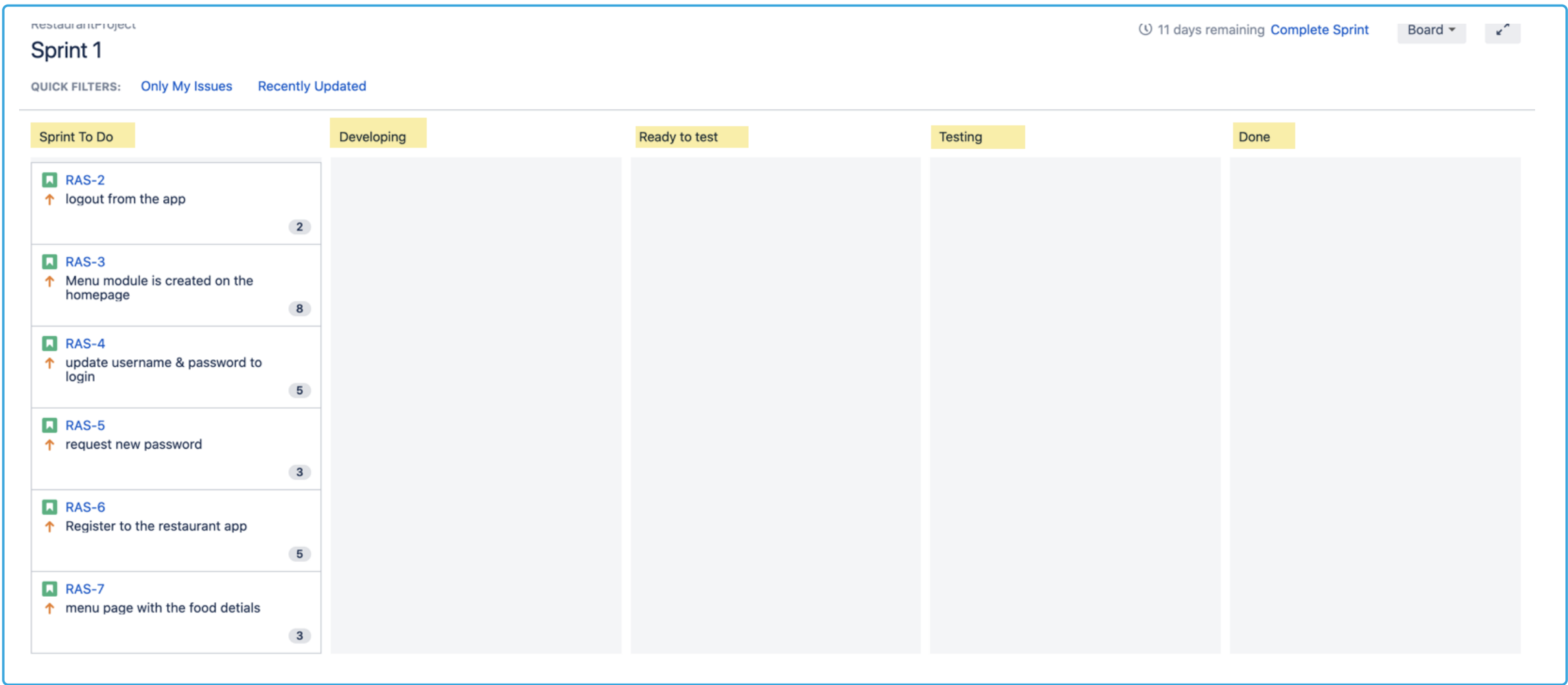
## What is an impediment in Scrum?

An impediment is **anything** that is **slowing down the Team**. It is **a kind of issue**. And it may include risks as well, but typically only high probability risks that are likely to occur fairly soon.

## Some types of impediments that the dev team might have:

- Bugs (for a user story)
- Team member is not skilled or knowledgeable enough
- Technical issues - access issue, testing tool is not recognized, github issue etc
- Lack of knowledge to the project
- Less than perfect skill (in one area)
- Operational issues
- Process issues - might have dependency on some other tasks

## Sprint Active Board



## Burn-down Chart

