Daily Scrum Facilitator Guide

# Introduction

This is a simple guide which will help the team stay organised and on track during Scrum Meetings. These meetings are important so that goals can be set for each day, we can look back on the previous working day and also improve in the future.

## When should the meeting take place?

The Daily Scrum should occur at the start of each working day with all Development Team members present. **The Product Owner and ScrumMaster do not have to attend.**

## What does it involve?

Your Scrum Meeting will last around 15 minutes and will involve analysing the work completed since the previous meeting and also projecting how much work can be done before the next.

## Why have a Daily Scrum?

The Daily Scrum is important for the team as it helps you stay on track and set your focus for the day. In addition to this it allows you to focus on their goals for the future so that you stay on track for the duration of the project.

# Daily Scrum Rules & Outline

## Rule 1 – Stand Up

The nature of the ‘Stand Up’ meeting is similar to that of a sports team doing a ‘Huddle’. It is a chance to keep the team aware of progress being made, and the fact that team members have to stand up creates a faster, more efficient meeting where only the appropriate content is spoken about.

## Rule 2 – State the reason and goal of the meeting

Welcome everyone to the meeting, keep the focus on the tasks at hand, don’t stray to other unrelated topics.

## Rule 3 – Answer these 3 questions

1. **What did I do yesterday to contribute to the overall goal of the sprint?**
2. **What am I going to contribute today to help the team meet the sprint goal?**
3. **Is there anything in the way of me or my team from reaching the sprint goal?**

## Rule 4 – 15 Minutes!

The Daily Scrum Meeting will not be longer than 15 minutes. **It will start and end on time**. There is no leeway with this.

## Rule 5 – Meet Every Day

The Daily Scrum happens every day at the same time and place. The beginning of the working day at the office.

## Rule 6 – Etiquette

* Stay focused
* Don’t speak over other team members
* Report to the team, not to one person.
* Be respectful of team members and ensure everyone has their turn
* Be on time to meetings
* Start on time every day regardless of who is missing

# Other tips for a successful meeting

* Set a time box for each agenda
* Use a Kanban board
* Start the meeting with an icebreaker

# Meeting Outline

Here is an example outline of a Daily Scrum, as you can see it lasts no longer than 15 minutes**. The meeting will be run by the Development Team**, the Scrum Master and Product Owner do not have to be in attendance.

|  |  |  |  |
| --- | --- | --- | --- |
| Start Time | Duration | Activity | Description |
| 09:00 | 2 mins | Introduction and Goal of Meeting | * Welcome the team to the meeting * State the purpose of the meeting and how it will be run |
| 09:02 | 12 mins | 3 Questions | * Team members will answer the 3 questions as detailed previously (see Rule 3) |
| 09:14 | 1 min | Conclude Meeting | * Thank everyone for attending * Begin working on goals for the day |

# Conclusion

Ultimately, if these rules and rough outline are followed to the letter there is a higher chance of success for the sprint and overall project. So, to reiterate, please ensure that they are followed.