Andrew Miller

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**Scrum Meeting**

1. **What are the key questions that can be used to frame a daily Scrum meeting?**

Some questions that can be used are:

1. What did you do yesterday?
2. What are you doing today?
3. What is impeding you?

**How do they help the team achieve their goals?**

The first questions can help reveal organizational malfunctions. For example, if not much was achieved yesterday, you can begin to understand why and address the problem. Maybe there were too many meetings instead of work being done. It is a good way for the team members to touch bases.

The second question helps to analyze the team’s tasks for the day and to filter out or eliminate tasks that don’t contribute to the project overall. If there is an engineer working on something unrelated, priorities can be switched so that he will be working on something more relevant.

The third question can help find problems that may be halting progress. One good aspect of brining this up is that a certain problem could have already been solved, thus the team member can more accurately plan out the day.

1. **How does the Scrum Master help facilitate the Daily Scrum throughout the video? Consider both the Scrum Master’s own updates and times when she responded to tea members.**

The Scrum master is the one who controls the meeting. Scrum masters do the following to facilitate the Daily Scrum:

1. Starting the Scrum meeting
2. Clarifying any questions
3. Giving a brief overview of the questions and their effectiveness
4. Taking part first in the meeting
5. Facilitate the team for better creativity and help improve efficiency of the team
6. Being responsible for managing the Scrum process using the Agile method.
7. Being responsible to remove any impediments for the team.
8. Help product owners to get the product backlogs in better shape and the be prepared for the next sprint.
9. Organize and facilitate the spring planning meeting.
10. Act as a safeguard for the team
11. **What things did the Scrum Master do effectively? How could she improve?**

The Scrum master held daily meetings, figured out what was done and what was being done, and what impediments the team had. Getting updates on the team’s progress and challenges are vital for this environment. These are all standard practices for Scrum masters. Also, being open to and encouraging continuous integration (CI) is very beneficial and increases efficiency.

She could improve by being increasing collaboration and productivity to deliver the finished product to the product owner since they are not in the Scrum meeting. Scrum masters should also be proactive in preventing problems during the project which requires extensive knowledge about the subject at hand.