**Team Blue**

**Scrum Standup Guidelines**

* **Start 10 minutes after class begins**
  1. This gives you time to do some preparation for the meeting or get some last minute work in
  2. Actually use these 10 minutes, don’t just sit around until the meeting starts. That’s a wasted 10 minutes every day for 13 days
* Stand up in a circle! (People hate standing up, so this is to force things to move along)
* **15 minutes or less**
  1. We have 10 people, so spend your time wisely
  2. Although, our first standups will probably be slower because a) we are getting used to it b) there’s a lot more planning we have to do
* Try to keep energy up! This stuff may be boring, but convincing yourself that it’s fun often makes it actually fun (for example, I try way too hard for some things I don’t like to do and then I end up enjoying it)
* **Come \*\*prepared\*\* knowing the following things and state them**
  1. **Items that you were able to \*\*accomplish\*\***
     + What you’re working on is not enough, try to give us some quantitative measure of how much you did so we have an idea if we need to jump in and help
  2. **Any trouble you had with those items**
     + By the way, don’t use standups as your only source of admitting you have a problem. Post on slack, text me/anyone else, tell us in person outside of the meeting, etc.
     + Abuse ulno. He knows what he wants and ultimately he’s going to grade it. He’s our best resource of how to solve a problem.
  3. **What you plan to do today**
     + Again, quantitative
  4. **Any other problems/things that would affect your work**
     + Work, interviews, other tests, the goal is to have someone jump in to do your part if you really can’t do it
* **Team leaders speak first** (Brandon, Jess, Ashmita), then **clockwise**
  1. If you have something important to say, should probably stand near Ashmita’s right
  2. If your problem is a huge problem, state it briefly in the meeting and ask if anyone can help, after that… move on to your next point
  3. If you can help someone with a problem, let them know “I can help you with that” and then work on it after the meeting
  4. If you come in late and mid meeting, just stand closest to my left just to be safe
  5. Don’t know if I need to say this, but talk with the team, not just to me, ulno, or the other team members