

What are the key questions that can be used to frame a Daily Scrum meeting? How do they help the team achieve their goals?

- What did I do yesterday to help meet the Sprint goal?
  - This shows everyone what has been done. When everyone knows what has been done already it prevents multiple people from working on the same thing. This wastes time and makes it harder for goals to be met.
- What will I do today to help meet the Sprint goal?
  - This lets everyone know what is going to be done today. This helps the team achieve goals by allowing collaboration. Example: “I was planning on spending my day moving all those boxes in the office area to the basement, would anyone like to help?”
- What impedes us from meeting the Sprint goal?
  - When you let the team know what kind of hang ups you have with a certain process, others can hop in with solutions.

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 team members.

- The Scrum Master started the meeting off, welcoming everyone then went through answering their three questions first. They also answered any questions regarding Scrum rules and guidelines, particularly in reference to the Product Owner’s responsibilities. Once the timer hit 15 minutes, they called off the meeting addressing that there are some sidebars that need to be addressed at a later time.

What things did the Scrum Master do effectively? How could she improve?

- I think she probably should have been the one to redirect after the first sidebar, however, she did answer the question that was being addressed allowing the meeting to move on. She addressed that it should be a sidebar and when it should be talked about, but only after another team member mentioned that they weren't on topic.