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Daily Scrum Meeting

A Daily Scrum meeting can be beneficial in many ways. It provides a designated time for team member to express their progress on scrum tasks. Additionally, team members can communicate any hardships they may be facing. By creating an open environment for communication, it will help the team achieve their goals by keeping them on track with tasks and accountable for providing daily updates.

In a Daily Scrum meeting it is important to make it simple and straightforward. 15 minutes is an effective time frame to help keep the meeting short and concise, as there is less time for unrelated chatter. There is no set way that a Daily Scrum meeting should be held. What works for one team may not work for another. It is best to find what works best for every given team. One option is to set the stage for each team member to discuss their task progress. This method provides clear visibility of what each member is working on and the progress of that task. Another method for a Daily Scrum meeting is to review each task and the team member associated to that task can provide an update. The expectation is that when a task is completed it is moved to the *completed* section on the task board. As the sprint progresses more and more tasks are moved to this section. If there were roadblocks during the sprint and all tasks were not completed then those tasks would need to be reevaluated for the next sprint. Additionally, any sidebar discussions would need to be reviewed outside of the Daily Scrum meeting.

The video Daily Scrum provides an excellent example of a Development Team and Scrum Master interactions in a Daily Scrum meeting (INSERT CITE). The Scrum Master’s communications were notable, as she did not lead the discussions but rather led the meeting. The Scrum Master facilitated the meeting by explaining the topics the team members should be answering and only intervening when a topic regarding Daily Scrum meeting rules were presented. It should be noted here that Scrum Masters do not universally provide the topic questions on each scrum team. While in the video the Scrum Master did a great job with aiding the flow of the meeting there was one area for improvement. The Scrum Master talked about tasks that were unrelated to the project. This could cause the team to get distracted. It is best to only discuss tasks that are strictly related to the project.

References

Scrum Training Series, Part 4. (2020). *Daily Scrum* [Video]. Scrum Training Series. https://scrumtrainingseries.com/DailyScrumMeeting/index.html