**Daily Scrum Guide**

Admission system

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# **Revision**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Version** | **Update date** | **Author** | **Content** |
| 1 | 1.0 | 23/11/2013 | Le Ngoc Chau | Create document |
|  |  |  |  |  |
|  |  |  |  |  |

Table 1: Revision history

# **Introduction**

## Purpose

This document was written to help members understand the principles in daily scrum meeting review.

## 2.2. Audience

|  |  |
| --- | --- |
| **No** | **Audience** |
| 1 | Product owner |
| 2 | Scrum master |
| 3 | Development team |

Table 2: Audience

# **Role**

|  |  |
| --- | --- |
| **No** | **Role** |
| 1 | Product owner |
| 2 | Scrum master |
| 3 | Development team |

Table 3: Role

# **Daily meeting guide**

|  |  |  |
| --- | --- | --- |
| **No** | **Items** | **Description** |
| 1 | Purpose | * Report progress of each development team member * Create plan for next day |
| 2 | Member | Product owner  Scrum master  Development team |
| 3 | Pre-Condition | Have   * Daily report of each development team * Individual plan for next day |
| 4 | Task | * Only development team member can actively talk during this meeting, until the very end and the scrum master keeps the meeting on track ensures that any discussions don’t go too far outside these constraints * Three questions are answered by each speaker:   1) What did you do yesterday?  2) What are you going to do today?  3) What is keeping you from accomplishing tasks? |
| 5 | Post Condition | * Daily meeting report * Next day plan |
| 6 | Tool | * MS Excel |

Table 4: Daily meeting guide