

Daily Scrum Guide

Attendees: The Scrum Team, including shared resources and any interested parties: however, only Scrum Team members provide updates

Duration: 15 minutes

Frequency: Every day of the Sprint

Objective: Inspect and Adapt to further progress toward the Sprint Goal

Structure:

Each Development Team member will answer each question every day:

- What did I do yesterday to help meet the Sprint Goal?
- What will I do today to help meet the Sprint Goal?
- What impediments do I have that are blocking me (or the Development Team) from meeting the Sprint Goal?

After the time-boxed Scrum, Team members can continue detailed discussions to answer questions, solve problems, refine the design, or adapt the remaining Sprint work.