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**The format and effective practices of a Daily Scrum Reflection**

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

To frame the daily scrum meeting, the questions must be

* What did I do yesterday ?
* What will I accomplish today ?
* What impedes me ?

These questions can help locate each member in the project, what is taking too much to accomplish, and is being done and what is blocking someone to accomplish their task.

I a scrum meeting, everyone has a role of talking and asking questions. Asking question shows that an individual is involved and wanting to learn more.

When self reflecting on the work done and the working being done can help an individual on a team know where they stand. It also helps them evaluate their efforts compared with others’.

In a scrum meeting, an individual get a bigger picture of the project and its building process. If a team member is stuck in a phase of their task and talks about it in the scrum meeting, it can notify the person who knows how to solve their problem to reach out and help after the meeting if they have time, or just give some insights about how it could be accomplished and where to look so they overcome what’s keeping them behind.

1. **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 was in charge to keep the meeting in its scope, by prioritizing what is to be done. I noticed that everything outside the scope of the meeting was being added to another agenda, if we want to say, so that people who want to discuss the topic mentioned outside the scope can stay and do so after the meeting.

The scrum master also had a bigger picture of what everyone is doing, so when they all asked about the project owner and whether they have to be on the meeting of not, she explained why they are not, and explained that the project owner is not always required in the scrum meeting, if they have more important stuff to do. In a way the was the liaison between the team members and the stakeholders per say.

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

The scrum master did keep the meeting in its scope, she answered the questions the team had to ask and wanted to know, and she was a good conductor of the meeting. Another thing to mention is the ball being passed around whenever someone finishes their speech. This is an effective way to gamify the meeting and to make everyone notice whose turn it is to speak

She could have waited for everyone to show up so that everyone present what they have equally. The person who arrived late to work, has a trait, he’s always late. So she could have waited for them to come and conduct the meeting or talked him out of being late in previous warnings, helps and time management lessons.

After all it all depends on the environment and if these techniques are practiced.