**Daily Scrum Meeting**

Team Members:

At the start of each class period where you are working on your project, you will hold a Daily Scrum Meeting. Please follow this order to complete the meeting:

1. Open your Scrum Board and Product Backlog. Make sure that the post-its are correct. If someone does not have a task in their “Doing” column, they should pick one out of their product backlog and place it in their “Doing” column.
2. **Each person** will answer the following three questions. *Choose one person to be the recorder, and record notes about today’s answers below:*
   1. What did you accomplish last class?
   2. What will you work on this class?
   3. What obstacles are in your way/preventing you from being successful? (What do you need help with??)