As the Scrum Master I am responsible for making sure that everyone is on the same page. They are a leader among the group ensuring everyone can meet their project goals and have the right tools to do so. As a Scrum Master you must be able to have effective communication with every different personality to ensure that you are getting the best out of everyone. The main job is to meet all timelines so that the project that is worked on is turned in on time.

The first thing to do is sprint planning. This brings the scrum master, product owner, and development team together so that we can go over all tasks. Goals and deadlines will be given out to ensure that everyone understands what is needed of them to complete the project. After the sprint planning, we have our daily scrum meetings which will go over what was completed yesterday, today and if any problems came up while working. The meeting will be 15 minutes at most so that we can get back to our duties. Next, we have the backlog refinement which also requires everyone to be in attendance.

During the backlog refinement we will review items on the backlog and make sure that all items that are supposed to be there are. We will then prioritize and prepare them for delivery. After all is complete, we will have a final sprint meeting to go over problems that could have been avoided or done better. Then we move onto the spring retrospective. This is where we go over things that can be improved or handled differently. And that wraps up the project.

These events are important because they keep everyone on the same page. As a developer you know exactly what is expected from you and have meetings that get you to ask questions. When there is a strict plan, it causes for less mistakes and late submissions. Another important thing is that when there is a problem, the scrum master is aware of it sooner than later, which is great because there will be a plan on how to maneuver past it.

I hope that the team gains trust for each other mainly. If I can trust everyone to equally put in the same work that I am putting in, then it is easier for me to complete my task. Knowing everyone is working hard to focus on the big picture will encourage others to meet their deadlines. Also, I hope that they will build a chemistry that allows them to feel comfortable and not be afraid to seek help. If they believe everyone can do remarkable things, they will feel free to ask for a helping hand or directions on what to do next.

To ensure that our goal is achieved I plan to have a strict but maintainable plan for everyone. I plan to build trust and hold everyone accountable. The main thing is to put confidence into everyone and make sure they are not overwhelmed by the amount of work provided. I would check daily that everyone is up to date and all issues are being handled accordingly. I would like to provide snacks and drinks to keep them motivated and the work environment productive. Doing all of this should ensure that we work efferently and smartly while also completing every challenge.