

CSC3045 & CSC3052

The Agile Modules

Scrum Meetings

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The daily scrum

- Daily, 15-minutes (time boxed!), Stand-up
- Not for problem solving
- Whole world is invited but only the Scrum Team must attend
 - **BUT only Scrum Team, Scrum Master and Product Owner can talk**
 - These are called the **Pigs** others are **Chickens**



By Clark & Vizdos

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Guidelines of the Scrum Meeting

- The daily scrum meeting is time boxed to 15 minutes regardless of the number of team members.
- Hold the daily scrum in the same place at the same time every work day. The daily scrum is best held first thing in the day so that the first thing team members do on arriving at work is think of what they did the day before and what they plan to do today.
- All team members are required to attend. If for some reason a team member cannot attend in person, the absent member must either attend by phone or by having another team member report on the absent members status.
- Team members must be prompt. The scrum master starts the meeting at the appointed time, regardless of who is present. Any member who is late has to pay a fine of some sort (pre arranged and known) e.g. £1 for a charity box, do some pressups etc.
- The scrum master begins the meeting by starting with the person to his or her **left** and proceeding around the room until everyone has reported.

Guidelines of the Scrum Meeting

Everyone answers 3 questions

1

What did you do yesterday?

“I worked on task X for 3 hours, I estimate there are 4 hours remaining”

2

What will you do today?

“I plan to work on tasks Y and Z today”

3

Is anything in your way?

“I cannot proceed with task X because I need Jim to complete task V first”

- These are *not* just to tell status to the ScrumMaster
- They are commitments in front of peers
- Social commitment is a very strong motivator

Rules of the Scrum Meeting

- Team members should **not digress** beyond answering these three questions into issues, designs, discussion of problems, or gossip. **The scrum master is responsible** for moving the reporting along briskly, from person to person.
- During the daily scrum, only one person talks at a time. That person is the one who is reporting his / her status. Everyone else listens. There are no side conversations.
- When a team member reports something that is of interest to other team members or needs the assistance of other team members, any team member can immediately arrange for all interested parties to get together after the daily scrum to set up a meeting.

Rules of the Scrum Meeting

- Chickens are not allowed to talk, make observations, make faces or otherwise make their presence in the daily scrum meeting obtrusive.
- Chickens stand on the periphery of the team so as not to interfere with the meeting
- If too many chickens attend the meeting, the scrum master can limit attendance so that the meeting can remain orderly and focused.
- Chickens are **not** allowed to talk with team members after the meeting for clarification or to provide advice or instructions.
- **Pigs or chickens who cannot or will not conform to the above rules can be excluded from the meeting (chickens) or removed from the team (pigs)**

Taken from 'Agile project management with SCRUM' by Ken Schwaber

<http://abrachan.wordpress.com/workshops/scrum-distilled-workshop-structure/scrum/daily-scrum-meeting-rules/>

Common problems of Scrum Meetings and how to address them

- Implicit impediment
 - Listen to everything; sometimes someone mentions an impediment but doesn't identify it as such
- Side discussion
 - Ask people to listen when they're not speaking
- Rambling on
 - Ask people to summarize more quickly
- Sidetracked meeting
 - Ask people to have a meeting immediately afterwards for people who care about the topic
- Observer ("chicken") who speaks
 - Remind them that they're an observer
- Late arrival:
 - Charge them £1 if that's what your team does; offer to fill them in on what they have missed after the meeting

From <http://xp123.com/>

Your First Scrum Meeting

- Stand up and quickly get into your teams
- One Scrum Master for each team come up to the front
- Everyone else go to the back of the room or into the corridor
- Instructions
 1. Imagine you have started your project already and are in the middle of a sprint
 2. I will give each of you a secret goal – this is only for you to know – this is your secret hidden instructions
 3. Go for a quick stroll around the room or in the corridor (be quiet!) and prepare yourself for the meeting – you have 2 minutes before it starts
 4. When the meeting starts, if the scrum master addresses your behaviour then don't persist with it
 - 5. DO NOT REVEAL YOUR SECRET INSTRUCTIONS EVEN WHEN IT HAS BEEN DEALT WITH APPROPRIATELY – We want to know if they really knew what was happening**
 6. Scrum Masters – you need to manage the meeting and work out the secret instructions