**Assignment 5**

**Daily Standup Simulation - write a script for a daily standup meeting for a development team working on the software feature from Assignment 1. Address a common challenge and incorporate a solution into the communication flow**

**Daily Standup Meeting Script - Task Management System Development Team**

**Meeting Start:**

**Facilitator:** Good morning, everyone! Let's kick off our daily standup meeting for the Task Management System development team. Today, we'll quickly update each other on progress, discuss any challenges, and ensure we're aligned on our goals.

**Round of Updates:**

**Facilitator:** Let's start with our round of updates.

* What you accomplished yesterday.
* What you plan to work on today.
* Any blockers or challenges you're facing.

**Team Member 1 (Developer):**

Team Member 1: Yesterday, I completed the user authentication module and started working on the event creation feature. Today, I plan to finish the event creation and begin testing. No blockers.

**Team Member 2 (QA Engineer):**

Team Member 2: Yesterday, I conducted regression testing on the filtering functionality and reported a few minor bugs. Today, I'll continue testing the new features and prioritize bug fixes. No blockers.

**Team Member 3 (Product Owner):**

Team Member 3: Yesterday, I reviewed the user stories for the upcoming sprint and refined the acceptance criteria. Today, I'll prioritize the backlog items based on stakeholder feedback and plan the next sprint. No blockers.

**Addressing a Common Challenge:**

Facilitator: Before we move on, I'd like to address a common challenge we've been facing regarding unclear requirements for certain user stories. This has led to rework and delays. To overcome this, I propose that we schedule regular refinement sessions where the development team and product owner collaborate closely to clarify requirements and acceptance criteria before development begins. This will ensure smoother progress and reduce rework. What are your thoughts on this solution?

**Team Member Discussion:**

**Team Member 1:** I agree that clearer requirements upfront would definitely help us avoid rework later on. Scheduled refinement sessions sound like a good idea.

**Team Member 2:** It would also give us a chance to ask questions and get clarifications early in the process.

**Team Member 3:** I'm on board with this approach. It aligns well with agile principles of collaboration and iterative development.

**Action Items and Closing:**

**Facilitator:** Great! Let's schedule our first refinement session for tomorrow afternoon. I'll send out a calendar invite. Any other action items or concerns before we wrap up?

**Team:** (No additional action items or concerns raised.)

**Facilitator:** Excellent! Thank you, everyone, for your updates and contributions. Let's continue to collaborate effectively and make progress. Have a productive day!

**Meeting End:**

Facilitator: That concludes our daily standup meeting. See you all tomorrow at the same time. Have a great day!