2-3 Daily Scrum Meeting Reflection

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**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?**

The key questions that development teams should discuss to frame daily scrum meetings are:

* What each team member did the day prior?
* What is each team member expected to do on the current day?
* Were there any impediments unveiled that will prevent or delay sprint goals?

Addressing the key questions during the Daily Scrum meetings provides development team members with the ability to:

* Transparently inspect sprint goal progression and validate how the team is performing overall.
* Eliminate impediments that may delay or prevent sprint completion.
* Adapt or adjust current-day responsibilities dependent upon the results of the day prior.

**2. 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.**

When considering the Scrum Master's interaction with the development team, it is noticeable that throughout the video, the Scrum Master acted as a coach and facilitated the Daily Scrum meeting by providing agile knowledge of:

* Daily Scrum Meeting Duration.
* Example questions that could be raised during the Daily Scrum.
* Validated teammates who should attend each Daily Scrum meeting.

Additionally, the Scrum Master ensured the meeting did not supersede 15 minutes.

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

The Scrum Master effectively:

* Demonstrated managerial traits by promoting collaboration by allowing the development team members to decide on their Daily Scrum meeting structure and topics to discuss.
* Demonstrated facilitator traits by establishing boundaries and confirming that the Daily Scrum meeting should take 15 minutes.
* Demonstrated mentoring traits by providing the development team with example questions that the development team could ask during each Daily Scrum Meeting.

The Scrum Master could improve her facilitator traits by proactively verifying meeting etiquette and expectations. For instance, she should have:

* Iterated the significance of each development team member's participation and punctuality in the Daily Scrum meetings at least 24 hours before the first meeting began.
* Explained who must attend the Daily Scrum meeting at least 24 hours before the first meeting began.

**References**

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