



Let's Meet

The Daily
What is it & what is it NOT

The purpose of the Daily ...

IT IS

- Syncing the TEAM
- Information dissemination
- Check Status of Iteration Goal
- Identify Impediments
- Find help

IT IS NOT

- Status Report
- Problem Solving
- Iteration Planning
- Backlog Refinement



It is for those who are ...

INVOLVED

- The Team
- The Scrum Master/Coach
- sometimes the Product Owner

FURTHERMORE

- OPEN TO EVERYONE
AS LISTENERS
- Information Dissemination



Format & Agenda

Format

- Same time & location
- Task board is visible
- People gather around the board
- Duration: 15 min timeboxed
 - use an **ALARM! clock**

Agenda

- Focus on time frame: 15 min max. (Round-Robin style)
- Everyone answers their questions
- Issues not solved in Meeting
⇒ discussed afterwards
- Update the impediment backlog



A good way to



The three questions:

- Q1: What did I do yesterday
- Q2: What I am doing today
- Q3: What are my impediments

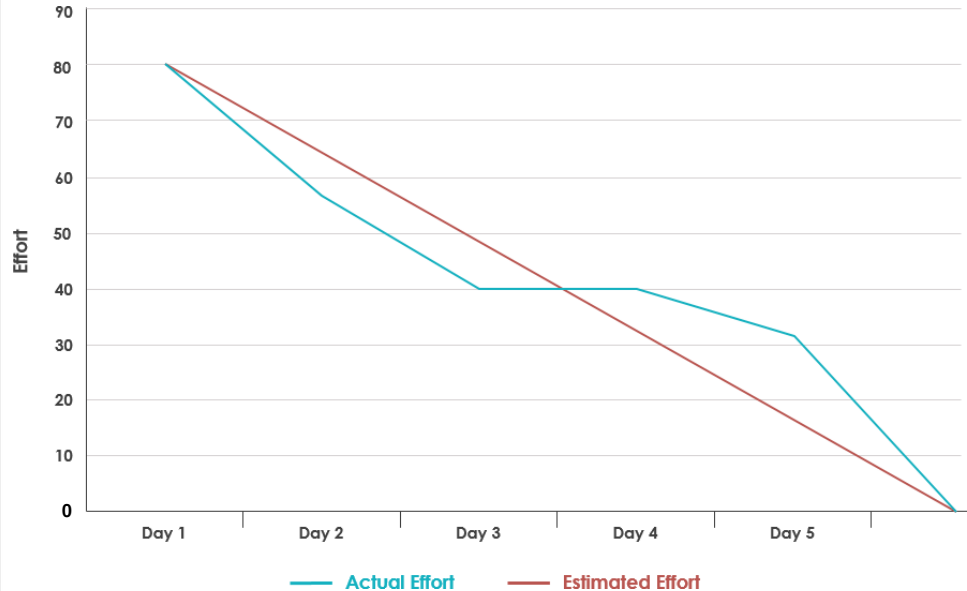
⇒ these three Qs made “officially” optional by the indisputable Scrum-Kings Sutherland & Schwaber due to experiencing so many “zombie” teams (OMG!)

“Dezombify” through Shock Therapy:

- “Why is the top story not finished already?”
- “How can every person on the team **help finish it today?**”

@Q1: What did I do yesterday?

- **Accelerator** (progress of the entire project every day)
- **Tests the focus of the team**
 - work NOT done (on the backlog) → question that
 - Meetings interfering with the Daily → eliminate
 - members NOT working on backlog items repeatedly → question / remove from team
- **Peer pressure to get stuff done**
(that's impeding others)
- **Team must know WHEN **tasks** are **done****
or **ESTIMATES** change ⇒ affect burndown
- **Minimize WIP (work in progress)**
 - risk for the iteration
 - hint of expected delays



@Q2: What will I do today?

- Replaces GANTT charts
 - Dependencies are constantly changing
 - The answer to this question = daily update
- Discover dependencies
- Discover forgotten tasks
- Test of team focus
 - anything done that does not progress is questioned
- Early warning for things going off track
 - tasks opening/closing regularly



source: <http://www.thelawofattraction.org/wp-content/uploads/2014/02/Today-I-Will-stock-photo-2.jpg>

@Q3: What are my impediments

- Software, technology or personnel NOT showing up at the right time
 - Either Scrum Master can fix it
 - Or Management must fix it
- Hard tech problems slow things down
 - Either solved by team
 - Or escalate

⇒ may result in **NEW** stories

⇒ change iteration plan

Maintain a list of impediments!

Typical Impediments:

- My ... broke and I need a new one today.
- I still haven't got the software I ordered.
- I need help debugging a problem with...
- I'm struggling to learn ... and would like to pair with someone on it.
- I can't get the vendor's tech support group to call me back.
- Our new contractor can't start because no one is here to sign her contract.
- I can't get the ... group to give me any time and I need to meet with them.
- **The department VP has asked me to work on something else “for a day or two.”**



source: <https://i0.wp.com/www.ashrafiya.com/wp-content/uploads/2009/10/mudslide.jpg>

Avoid during Daily ...

- Coming late
- Rambling on
- Switch to STANDBY (not listening)
- Let one take over
- Groundhog Day (talk about same tasks in a row)
- Vague update
- Exceed the timebox



[1]



[2]



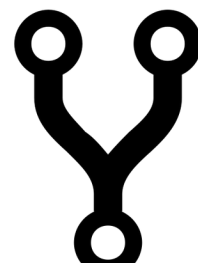
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[1] <https://conceptdraw.com/a1719c3/p13/preview/640>

[2] <http://kiskipby.org/wp-content/uploads/2019/02/group-meeting.jpg>

[3] <https://tenor.com/view/cat-waiting-gif-5701246>

[4] <https://www.deviantart.com/horex/art/Brain-take-over-the-world-123315850>

[5] <https://suffolktimes.timesreview.com/files/Groundhog-Day.jpg>

[6] https://pngtree.com/free-icon/git-fork_762939

[7] <https://timeboxapp.com/press>

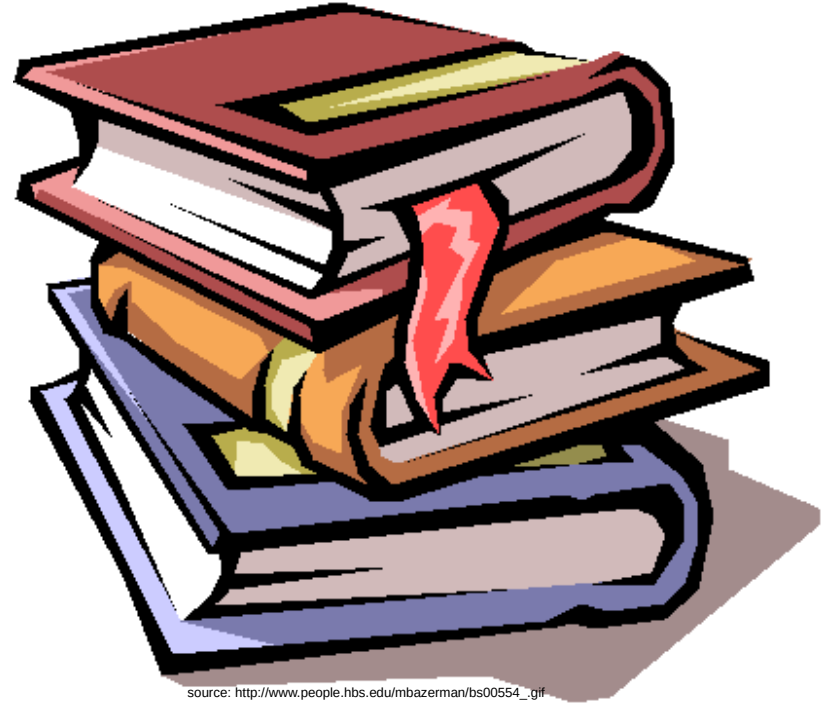
I will effectively
communicate with others.

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References

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source: http://www.people.hbs.edu/mbazerman/bs00554_.gif