Got it — you're in an urgent, real-world situation.  
I'll give you a **simple, step-by-step plan** you can *directly* follow today for the **scrum meeting**, especially when you don't have full JIRA access yet and have *limited time*.

**✅ Step-by-Step Plan for Today's Scrum Meeting (with Freshers, Limited Time)**

**1. Before the Meeting (Prepare - 15 minutes)**

* **Contact previous Scrum Master** immediately →  
  ➔ Politely ask for at least *View* access to the **JIRA Board**.  
  ➔ If not possible before the meeting, no problem — continue manually for now.
* **Create a Temporary Tracker** (if JIRA access not ready) →  
  ➔ Open a simple Excel sheet or a notepad:
  + Columns: Name | Yesterday | Today | Blockers
* **Prepare a 2-line intro**:  
  ➔ Tell the team: *"Today’s scrum will be short and focused. Please clearly share 3 points — What you did yesterday, what you will do today, and any blockers. We are working on JIRA access. Meanwhile, I will track manually."*

**2. During the Meeting (Strict 15 mins)**

* **Start on time** — respect the timebox.
* **Set the context in 1 minute**:  
  ➔ "Our goal is a quick status update. Not detailed discussions now."
* **Follow the Daily Scrum 3 Questions for each person**:
  1. **What did you complete yesterday?**
  2. **What will you work on today?**
  3. **Any blockers or challenges?**

🎯 Important:

* **Allow maximum 1 minute per person.**
* If any blocker or confusion is big, **note it separately** and tell: *"We will discuss after the scrum."*
* Keep the meeting moving fast.
* **Record their answers quickly** in your temporary Excel / notebook.

**3. After the Meeting**

* **Summarize in a message** to the team and your manager (optional): ➔ *"Conducted today's scrum. Awaiting JIRA access. Tracking manually for now. No major blockers except [if any]."*
* **After you get JIRA access**: ➔ Map the updates from your notes into the JIRA board.

**Example of How You Speak**

* "Good evening team! We have very limited time. Let's be crisp. Each of you answer three things: what you completed yesterday, today's plan, and blockers if any. I'll be tracking manually until we get JIRA access. Let’s start with [Name1]... [then Name2]... and so on."

**⚡ Quick Summary Table**

| **When** | **What To Do** |
| --- | --- |
| **Before Meeting** | Contact old scrum master for JIRA access. Prepare temporary sheet. |
| **During Meeting** | 1-min intro, 1-min per person updates. Only Yesterday / Today / Blockers. Big issues discussed *after* meeting. |
| **After Meeting** | Summarize updates. Update in JIRA once access available. |

Would you also like me to give you a **sample Excel sheet format** or **a sample message** you can send to the previous scrum master to ask for JIRA access politely? 🚀  
(Just say yes if you want.)

4o

**You said:**

yes

**ChatGPT said:**

Perfect! Here’s what you asked for:

**✅ Sample Excel Sheet Format (Temporary Tracker)**

| **Name** | **Yesterday's Work** | **Today's Plan** | **Blockers (If any)** |
| --- | --- | --- | --- |
| John | Fixed login API | Start registration API | Need backend endpoint |
| Priya | Wrote test cases for login | Execute login test cases | None |
| Ravi | Learnt JavaScript DOM handling | Implement frontend form | Confused about validation |

**(Tip: Keep this Excel open while taking updates during the meeting.)**

**✅ Sample Message to Previous Scrum Master (to get JIRA access)**

**Subject:** Request for JIRA Access to Continue Scrum Updates

Hi [Previous Scrum Master's Name],

I hope you are doing well.

I am handling today's scrum meeting for the team and need access to the JIRA board you maintained earlier.

Could you please help me with access (even view-only is fine for now) to the board as soon as possible?

I need it to update and track the team’s progress effectively from today evening's scrum.

Please let me know if you need any details from my side. Thanks a lot for your support!

Regards,  
[Your Name]

**✅ If They Reply Slowly?**

If the previous Scrum Master is slow in response, **don't panic**.  
Just conduct today’s scrum **manually** using the Excel table.  
You can later update it on JIRA after getting access.

**⚡ Pro Tip for Today Evening**

* **Open a stopwatch** on your phone.
* **Politely control time**: If someone speaks too much, say:  
  ➔ "That's important. Let’s note it down and discuss right after the scrum to stay on time."

This shows **good leadership**, even if you are new to this!

Would you also like me to give you a **2-line closing statement** you can say at the end of the meeting to sound professional? 🚀 (It'll take only 2 lines!)  
Just say yes if you want!

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Just say yes if you want!

4o

**You said:**

yes

**ChatGPT said:**

Awesome! Here’s your **2-line professional closing statement** for the end of the meeting:

**"Thanks everyone for the crisp updates. Let's stay focused on today's plan, and for any blockers or issues, we will discuss separately after this scrum. Keep up the good work!"**

**✨ Optional — If JIRA Access Still Pending, you can add:**

**"I'll update the tracking manually today and sync it with JIRA once I get access."**

✅ With this, you will come across as *organized, confident,* and *professional,* even if it's your first scrum handling!

Would you also like a **very simple checklist** (one you can glance at just before the meeting starts) to make sure you don’t miss anything? 🎯  
It’ll fit on one mobile screen!  
Just say yes if you want!

4o

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