

# Daily Scrum

The daily scrum is a synchronisation meeting for the development team to get together and plan out their activities for the day in conjunction with maintaining their focus on the sprint goal.

It is a 15 minute time-boxed event inspecting the work since the last daily scrum and forecasting the work that could be done before the next one.

## Attendees



Development Team



Scrum Master (optional)



Product Owner (optional)

## Actions

- Potential scope changes to the sprint are raised and escalated to the product owner if necessary (during Sprint)
- Impediments are raised and actioned

## Check List

- ✓ Same time and place every day
- ✓ Often conducted round the scrum board
- ✓ Sprint burn-down charts often used to track progress

## Common anti-patterns

- Used as a reporting session to the product owner or scrum master
- Teams feel micro-managed by the daily timings
- Developers not taking ownership over their plan for the day or the sprint

## Beginner Scrum

1. What did I do yesterday that helped the development team meet the sprint goal?
2. What will I do today to help the development team meet the sprint goal?
3. Do I see any impediment that prevents me or the development team from meeting the sprint goal?

## Kanban

1. Go through all the blockers
2. Discuss expedite or emergency items
3. Go through items that haven't moved since the last standup. These are items which may be risky
4. Go through everything else

## Mature Team

The team uses the time as they see fit, sharing relevant information about what they've learned and deciding what should happen next.

