Daily Scrum
INFOGRAPHICS

EVENT INFORMATION
- Every working day of the Sprint
- Timeboxed to a maximum of 15 minutes
- Attends Developers (mandatory), Scrum Master and Product Owner (Optional) or Mandatory when are actively working on PBI in the Sprint Backlog
- Inputs : Sprint Goal, Sprint Backlog
- Outcome: Plan for the day, identify impediments, order sprint backlog, focus, development alignment

EMPIRICAL PILLARS OF SCRUM
- **Transparency**: Team members share their progress and challenges, ensuring that everyone has a clear understanding of the current state of the sprint.
- **Inspection**: The team assesses their progress towards the sprint goal, identifying any potential issues or obstacles that need to be addressed.
- **Adaptation:** Based on the information shared, the team can make necessary adjustments to their plans and actions to stay on track and achieve their goals.

BENEFITS
- The Developers inspect and forecast the work since the last Daily Scrum
- Short and focus on Sprint Goal
- Alignment
- Inspect work and immediately adapt to change for more efficiency
- Create clarity on the day's work, adjust plan, and engage in quick problem-solving to reach the Sprint Goal

DAILY SCRUM IS <u>NOT</u>
- It is not a status meeting, and it is not a focused on individual contributions or irrelevant details
- Product Owner, Scrum Master of people outside the Team are not in the lead in this event
- Is not only moment of the Developers to allow adjusting their plan and communicate with each other
- Scrum Master is not the only one that remove impediments
- Is not only 3 questions (yesterday, today and impediments)
- Is not a one way meeting but a (short) working session

FORMAT
- Daily Scrum is run by developers for developers
- Developers can select whatever structure and techniques they want
- Every working day of the Sprint at the same time and place.
- Nobody tell the developer How, When and what to do as long as they are in line with sprint goal
- Other people outside developers are allowed to spectate

NEGLECTING DAILY SCRUM
- Reduced team communication and coordination
- Delayed identification of impediments and blocking issues
- Loss of product visibility and progress tracking
- Weakened team alignment on sprint goals and ordering Sprint Backlog
- Diminished accountability and team commitment
- Decreasing the ability to quickly adapt and plan work for the next 24 hours

KEY STEPS OF A DAILY SCRUM
1. Set the stage
- Hold the meeting at the same time and place each day for consistency.
- Keep the meeting time-boxed to 15 minutes.
- Not mandatory but useful to have a facilitator before starting.

2. Review Progress
- Each team member give an update about the plans, progress, and blockers
- Team focus on progress toward the Sprint Goal.

3. Plan the Day and ordering Sprint Backlog
- Ensure alignment and adjust plans as needed.
- Discuss any obstacles or issues that might hinder progress.
- Decide who will work to resolve these impediments after the meeting.
- Developers are synchronized and on the same page for next 24 hrs work

4. End on Time
- Respect the timebox and wrap up the meeting promptly.