OAKWOOD

Your Daily Commitment to Agile

The purpose of a daily Scrum is not to problem-solve. Although all team members are required to attend, only those who are committed to the project are allowed to speak. This keeps the meeting short and to-the-point.

Essentials of a Daily Scrum

During the daily Scrum, which is usually confined to 15 minutes, each committed team member much answer the following questions:

- What did you do yesterday?
- What will you do today?
- Is there anything preventing you from getting that done?

Although some have argued that a daily Scrum is akin to a culture of micromanagement, it is anything but. By focusing on what each person has accomplished, and will accomplish, the team gains insight into the work that remains and also makes commitments to one another. This keeps everyone abreast of progress, milestones, and impediments. Any impediments that arise out of the daily Scrum become the Scrum Master's responsibility to resolve as quickly as possible.

Daily Scrum Best Practices

Below is a list of tips to help your Scrum meeting run like a lean, mean, agile machine.

- **Remain standing**. Staying on your feet is a core principle of the Scrum meeting. It reduces rambling and keeps everyone focused.
- **Consistency is key**. Hold your daily Scrum at the same time every day – ideally in the morning before people become absorbed in their work for the day.
- **The daily Scrum is not the sole means of team communication**. Host weekly status meetings if you need more time as a group to discuss pressing issues.
- **The daily Scrum is not a brainstorm session**. Introducing new ideas will derail the meeting. Always stick to your 3-question agenda (above).