The Daily Sync-up / Standup / Scrum Meeting

Purpose

Facilitate the team's progress toward their iteration goal and commitments.

By: dealing with *risks, dependencies,* and *impediments*; sharing *information*; making *micro-commitments*.

Participants

- Required: Delivery team + PO & other close customers. Anyone who modifies code during the iteration.
- Facilitator: Team leader / ScrumMaster / coach / project manager
- Optional: Stakeholders and managers, who may only share updates

Duration

<10 minutes for teams in low- to medium-complexity situations. <15 minutes otherwise, even for a large team.

Format

- Everyone stands in a circle or another closed shape for full eye contact.
- Have the iteration plan and other information radiators visible to everyone.

Possible processes

- **Item-by-item:** Quickly review completed items. Next, for each in-progress item, the people working on it explain their progress and what's in their way. Next, review items that are likely to start before the next meeting and discuss their dependencies or impediments.
- **Focus on the outcome:** Ask outcome-focused questions such as "*What's the best progress we can make toward our iteration goal?*" or "*How can we be most effective over the next 24 hours?*". Wait for people to respond.
- **Person-by-person** (traditional process, not great for teamwork): Every person shares with the team brief answers to three questions: "*What have I completed since the last meeting? What am I thinking of completing until the next one? What's in my way of achieving that?*" The important questions are #2 and #3 as they inform valuable decisions.

Keep in mind

The team owns the meeting. It's <u>not</u> for reporting status to management. It's one of their ways for continuously sharing the responsibility of achieving their goal. This meeting can help build the team.	**If people don't show up, don't provide useful information, or mumble inaudibly,** the meeting is pointless. Ask them to come prepared and to speak up, or try a different setting.
If people feel subtle pressure to appear busy, they'll dwell on what they did yesterday, including irrelevant minutiae. Urge them to focus on impediments instead.	**Have this meeting daily** if members don't talk with each other and with their lead *a lot* during the day. Non-daily is possible but uncommon.
This recurring meeting can get boring. Spice it up, change the format occasionally, or just make it fun.	**If a discussion requires a deeper exploration** or only some of the people, take it offline.

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