9 Best Practices for your Daily Scrum Meeting

Use this list of best practices to help your daily scrum meeting run smoothly. Whether you're just starting or wish to improve, follow these guidelines for a great daily scrum meeting.

FOCUS ON THE 3 QUESTIONS

- [ ] What did you do yesterday?
- [ ] What are you working on today?
- [ ] Do you have any roadblocks keeping you from doing your job?

KEEP THE DAILY SCRUM MEETING SHORT

- [ ] The daily scrum meeting shouldn't last longer than 15 Minutes, As your team gets more skilled, you may finish in less time. Don't take longer than you need.

HOLD A POST-MEETING DISCUSSION

- [ ] When the team needs to discuss something more in-depth, save it for after the scrum meeting. Those Who need to participate in the discussion can stay.

START THE SCRUM MEETING ON TIME

- [ ] Starting late sets the wrong tone for the meeting. It also makes the meeting last longer. Respect one another's time by being punctual.

INCLUDE REMOTE TEAM MEMBERS

☐ Remote team members working on the same goals should be a part Of the daily scrum meeting. Meet in a room with a conference phone. Take time zones into account.

MEET AT THE SAME TIME EACH DAY

☐ Get your team into a regular cadence. If you choose to have the meeting early in the day, team members can determine What they'll focus on for that day.

NO MULTITASKING

☐ The daily scrum meeting is held for team members to communicate With one another. Multitasking can cause the meeting to last longer if someone must repeat themselves, and it's disrespectful to your peers.

REMAIN STANDING

☐ Standing keeps everyone focused, and the meeting runs more quickly. People are aware the meeting should be short if they don't get comfortably seated.

STRIVE FOR CONTINUOUS IMPROVEMENT

☐ Conducting a daily scrum meeting takes discipline. Don't get careless and adopt bad habits. Even if you're doing well, there are always opportunities to improve. Regularly assess how to do better.