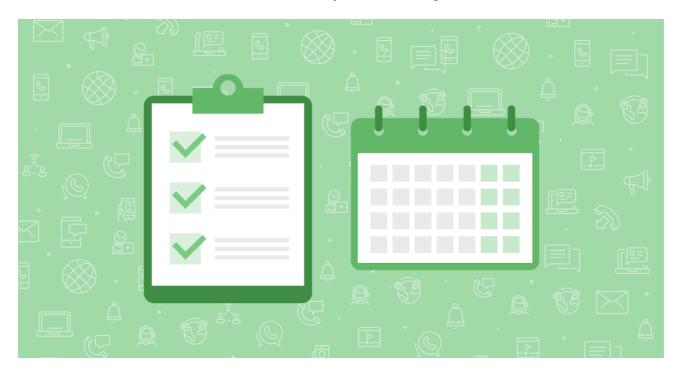
How To Run A Daily Scrum Meeting

Daily scrum meetings are short meetings that allow teams to review progress made to achieve a sprint's goal and make necessary changes to overcome any challenges. Daily scrum meetings are effective tools that can help boost a team's productivity. Here are a few tips that can help you run a successful daily scrum meeting.



Daily scrum meetings should be held at the same time and place daily. If the meetings are virtual, you should use the same
platform to avoid confusion.
Scrum meetings should be face to face. If the meetings are virtual, you should require a video chat.
Keep the meetings short and to the point. For example, daily scrum meetings should be no more than fifteen minutes.
At a daily scrum meeting, team members should answer the following questions:
What did they accomplish yesterday?
What is on their agenda for today?
Are there any roadblocks that hinder their progress?
Stick to the agenda of the meeting, do not go off-track.
All team members should attend the meeting daily