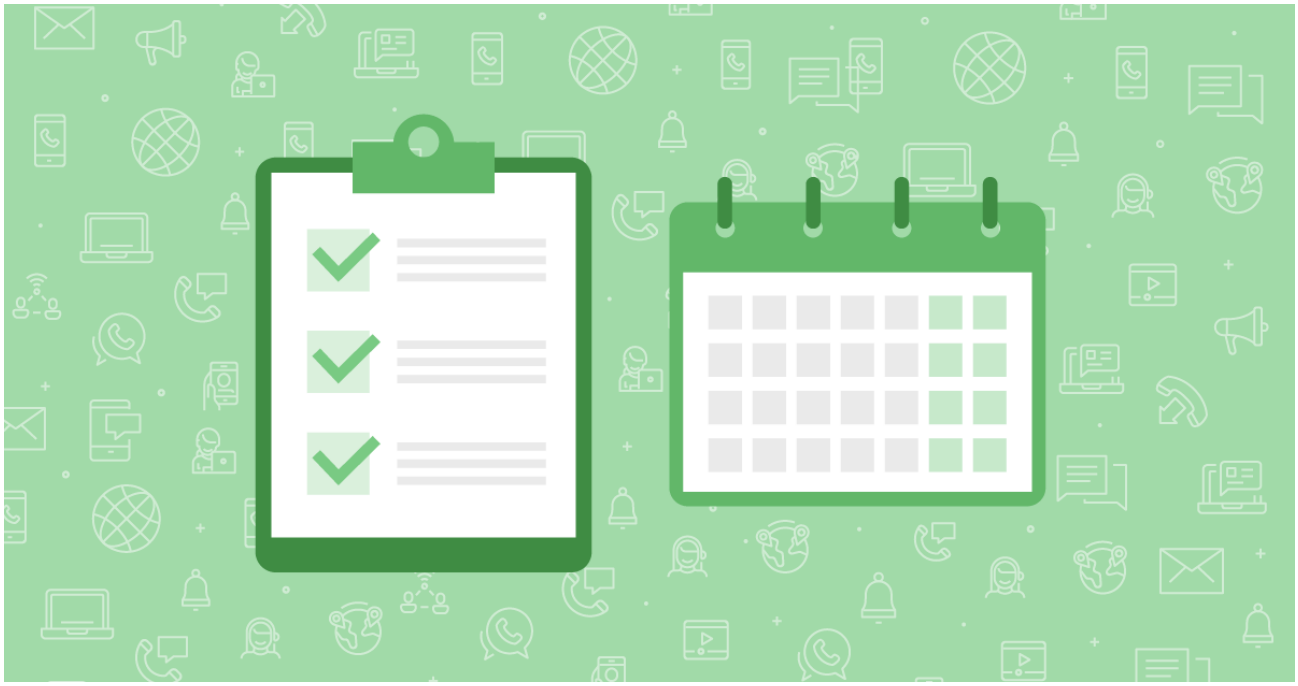
How To Run A Daily Scrum Meeting

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.

Make and Share Free Checklists
checkli.com