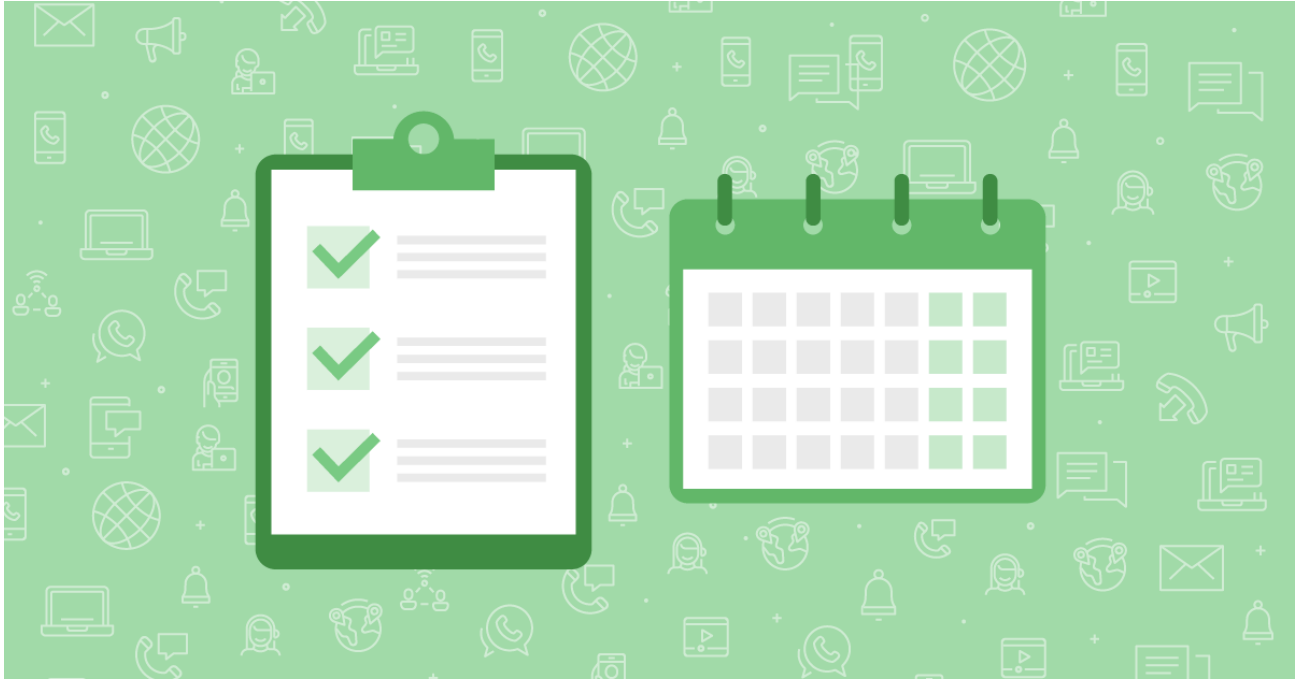


How To Run A Daily Scrum Meeting

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.