



Daily Scrum Meeting



B. Lund. Lunch. Available: <http://www.lunchstriper.no>, <http://www.dagbladet.no/tegneserie/lunch/>

Daily Scrum Meeting

- The purpose with the Scrum Meeting (Daily Scrum Meeting) is to Synchronize activities and create a plan for the next 24 hours. It is a short status meeting that track the progress of the development.
- The meeting is held at the same time and place every day.
- The Daily Scrum Meeting are also known as “Stand Up Meeting”, this mean you normally hold this meetings when you stand up (not sitting).
- The main Agenda in these meetings are (each team member explains):
 1. What has been accomplished since last meeting?
 2. What will be done before the next meeting?
 3. What obstacles are in the way?



Max. 15 min.!!!

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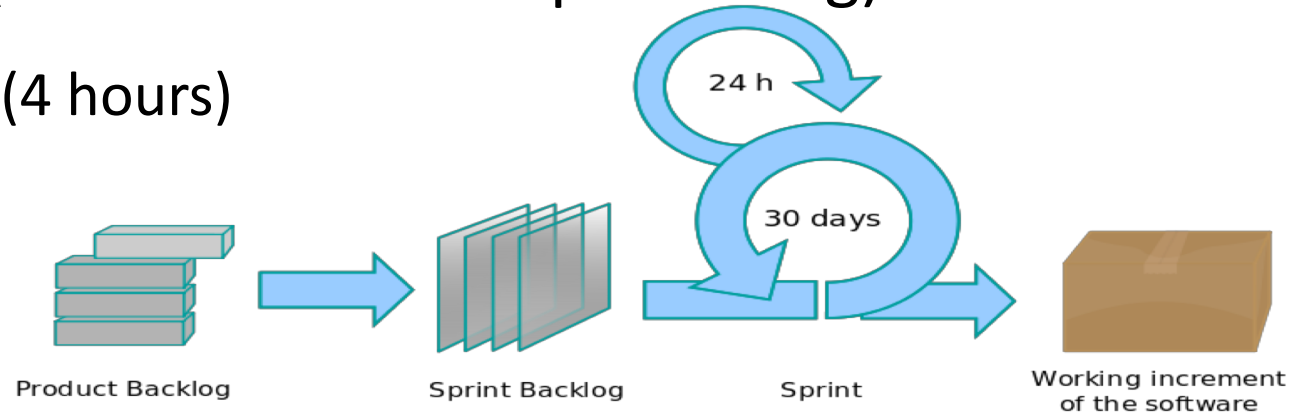
They are usually stand up meetings in the hallway

You Tube Daily Scrum Meeting at Microsoft:

<https://www.youtube.com/watch?v=YR84qH6d7QE&feature=youtu.be>

Scrum Events & Meetings

- The Sprint (30 days)
- Sprint Planning Meeting (8 hours)
- Daily Scrum Meeting (Max 15 min, Every day at the same time) (also called Standup Meeting)
- Sprint Review (4 hours)



The Scrum Framework

Scrum Members:



Stakeholders



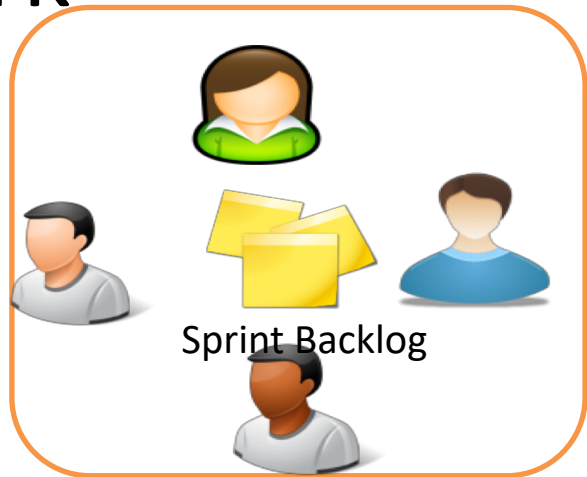
Product Backlog



Product Owner



Scrum Master

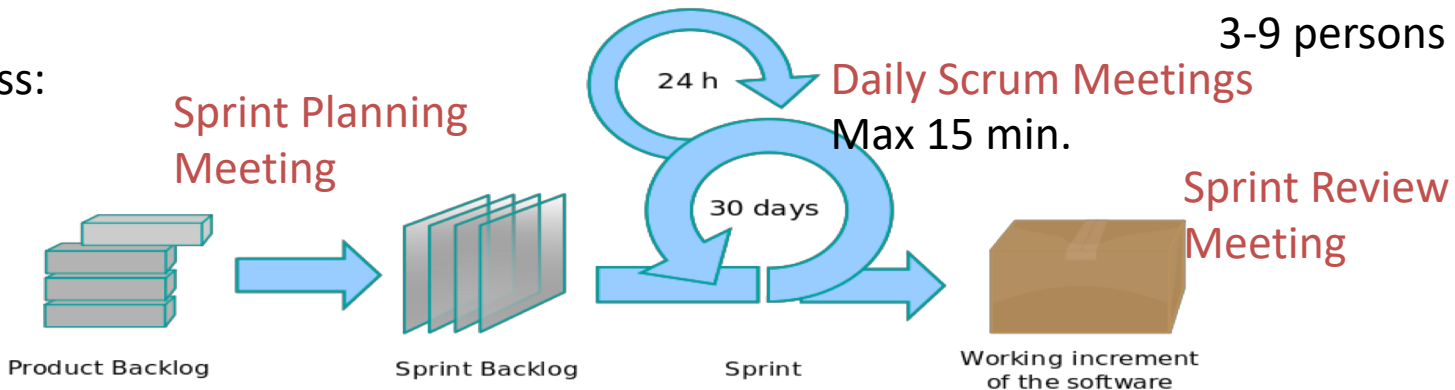


Sprint Backlog

Development Team

3-9 persons

Scrum Process:



Scrum Meetings Guidelines 1/5

- The meeting agenda should be clear.
- If team members start a discussion that does not address the purpose of the meeting, the members should take the discussion offline, to be completed later. The Scrum Master should identify and indicate when team members should take a discussion offline.
- All meetings should follow the basic structure that is described for that meeting.



Scrum Meetings Guidelines 2/5

- Meetings should start on time, even if some team members are late.
- Team members should be on time except in rare, unavoidable cases. If your schedule prevents you from being on time regularly, the conflict should be resolved as soon as possible. If necessary, the Scrum Master should adjust the meeting time to resolve the conflict if the change does not unfairly inconvenience another member of the team.



Scrum Meetings Guidelines 3/5

- Each team member should come to the meeting prepared.



Scrum Meetings Guidelines 4/5

- Meetings should finish on time.
- In most cases, the length of the meeting is determined by the length of the sprint. For example, take two hours for a sprint planning meeting if the sprint is one week long and four hours if the sprint is two weeks long.

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Scrum Meetings Guidelines 5/5

- Scrum enforces this meeting structure to a level that might make people uncomfortable.
- This reaction comes from the pressure to be on time, the peer accountability that is associated with making and keeping commitments, and the transparency that is required to actively participate. Daily Scrum meeting are also usually a standup meeting.

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Hans-Petter Halvorsen

University of South-Eastern Norway

www.usn.no

E-mail: hans.p.halvorsen@usn.no

Web: <https://www.halvorsen.blog>

