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Daily Scrum Meeting

This **15-minute meeting** agenda is based on the Daily Scrum ritual of an Agile team, though it suits just as well for any team doing a daily check-in!

After a brief introduction, teams go through a process of answering three questions:

* **What did you do yesterday?**
* **What will you do today?**
* **What's in your way?**

In this template, you'll find a two variations of the agenda ready to tailor to your needs. In the step-by-step version, you'll ask everyone in the group to give updates for what happened yesterday before moving onto the next section.

In the Round Robin variation, you'll ask each team member to give all their updates at once before moving onto the next team member. Each variation has its merits, though at SessionLab, we tend to prefer going step-by-step!

1. Step-by-step

In the step-by-step version of the Daily Scrum, you'll ask everyone in the group to give updates for one section before moving onto the next.

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  | energizer/icebreaker |  | sharing |  | discussion |  | closing/debrief |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Time | Length |  | Title | Description | Additional Info |
| 09:00 | 2m |  | **Weather forecast icebreaker** | Encourage openness and honest feedback in your daily scrum meeting with this quick, visual icebreaker. Alternatively, start with a general check-in as your team arrives to the meeting.  | On a board there is a Sun, a Sun with a cloud, and a cloud with a thunder. Participants write their name on a post-it and put it in the area that matches their current mood. |
| 09:02 | 4m |  | **Yesterday**  | Start by asking the group to each answer the question **"What did you do yesterday?"** | **Facilitation tips:*** For new groups, remind everyone that the meeting is time-boxed to fifteen minutes: aim for concision and brevity!
* You can encourage people to stand up, if they are able, to keep it short and focused
* Use a timer to help you stay on track.
 |
| 09:06 | 4m |  | **Today** | Next, ask everyone in the group to answer the question: **"What will you do today?"** | **Facilitation tips:*** This section may require follow-up from the Scrum master. Have someone in the meeting takings notes as necessary.
* Display the task board or backlog, so team members can reference it during the meeting. This helps to visualize the work and ensure everyone is on the same page.
 |
| 09:10 | 4m |  | **Blockers** | Finally, ask each person in the group to answer the question **"Do you have any blockers?"** | **Facilitation tips:*** Keep discussions centred on the tasks and progress of the sprint.
* Avoid detailed problem-solving during the meeting. Instead, suggest separate discussions for that
 |
| 09:14 | 1m |  | **Closing** | Thank the team for their time, quickly reiterate any important information and bring the Scrum meeting to a close.  |  |
| 09:15 | 0m |  | **Follow-up** | * Aim to have the Scrum master either address blockers immediately or create an action item to follow-up on after the meeting
* After the meeting, the team can coordinate any necessary discussions or problem-solving sessions, if required.
* Regularly inspect and adapt the process to make it more effective and efficient. Ask for feedback from the team on how to improve the Daily Scrum.
 |  |
| *09:15* |  |  |  |  |

Total length: 15m



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2. Round Robin

In the Round Robin version of the Daily Scrum, you'll ask each team member to share what happened yesterday, what they're doing today and what's in their way before moving onto the next team member.

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| --- | --- | --- | --- | --- | --- |
|  | energizer/icebreaker |  | sharing |  | discussion |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Time | Length |  | Title | Description | Additional Info |
| 09:00 | 2m |  | **Check-in** | Start with a general check-in as your team arrives to the meeting.  | For teams new to Scrum, you may also remind them of the format and questions of the daily scrum meeting.  |
| 09:02 | 3m |  | **Team Member 1** | Ask Team Member 1 to answer the following daily scrum questions1. **What did you do yesterday?**
2. **What will you do today?**
3. **What's in your way?**
 | Add notes for the update here.  |
| 09:05 | 3m |  | **Team Member 2** | Ask Team Member 2 to answer the following daily scrum questions1. **What did you do yesterday?**
2. **What will you do today?**
3. **What's in your way?**
 | Add notes for the update here.  |
| 09:08 | 3m |  | **Team Member 3** | Ask Team Member 3 to answer the following daily scrum questions1. **What did you do yesterday?**
2. **What will you do today?**
3. **What's in your way?**
 | Add notes for the update here.  |
| 09:11 | 3m |  | **Team Member 4** | Ask Team Member 4 to answer the following daily scrum questions1. **What did you do yesterday?**
2. **What will you do today?**
3. **What's in your way?**
 | Add notes for the update here.  |
| 09:14 | 1m |  | **Closing** | Thank the team for their time, quickly reiterate any important information and bring the Scrum meeting to a close.  |  |
| *09:15* |  |  |  |  |

Total length: 15m