

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?**

By working through these three simple questions in just fifteen minutes, you and your team can quickly get aligned and start the day effectively!

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!

Daily Scrum Meeting - 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.

■ energizer/icebreaker ■ sharing ■ discussion ■ closing/debrief

TIME	NAME	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: <ul style="list-style-type: none"> • For new groups, remind everyone that the meeting is timeboxed 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: <ul style="list-style-type: none"> • This section may require follow-up from the Scrum master. Have someone in the meeting take 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: <ul style="list-style-type: none"> • 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 0	Follow-up	<ul style="list-style-type: none"> • 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

MATERIALS

- A whiteboard on which you draw a Sun, a sun hidden by a cloud, and a cloud with thunders, with enough space between each. in Weather forecast icebreaker
- Post-its in Weather forecast icebreaker
- Pens in Weather forecast icebreaker

Daily Scrum Meeting - 1. Step-by-step - block details

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.

ADDITIONAL INFORMATION

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.

GOALS

Encourage openness, honest feedback and vulnerability.

INSTRUCTIONS

On the whiteboard, draw a Sun, a sun hidden by a cloud, and a cloud with thunders, with enough space between each.

Give a postit to each participant and ask them to write their firstname on it, in capital letter.

Then, ask them to place the post-it in the weather area that matches their current mood. Ask them to explain why they chose that zone, if they want to.

Be careful not to be intrusive into private life, so insist on the "if you want to explain, I would love to hear it."

MATERIALS

- A whiteboard on which you draw a Sun, a sun hidden by a cloud, and a cloud with thunders, with enough space between each.
- Post-its
- Pens

09:02
4m

Yesterday

Start by asking the group to each answer the question **"What did you do yesterday?"**

ADDITIONAL INFORMATION

Facilitation tips:

- For new groups, remind everyone that the meeting is timeboxed 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?"**

ADDITIONAL INFORMATION

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?"**

ADDITIONAL INFORMATION

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.

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.
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Daily Scrum Meeting - 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.

■ energizer/icebreaker ■ sharing ■ discussion

TIME	NAME	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 questions 1. 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 questions 1. 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 questions 1. 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 questions 1. 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

Daily Scrum Meeting - 2. Round Robin - block details

09:00
2m **Check-in**

Start with a general check-in as your team arrives to the meeting.

ADDITIONAL INFORMATION

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 questions

1. **What did you do yesterday?**
2. **What will you do today?**
3. **What's in your way?**

ADDITIONAL INFORMATION

Add notes for the update here.

09:05
3m **Team Member 2**

Ask Team Member 2 to answer the following daily scrum questions

1. **What did you do yesterday?**
2. **What will you do today?**
3. **What's in your way?**

ADDITIONAL INFORMATION

Add notes for the update here.

09:08
3m **Team Member 3**

Ask Team Member 3 to answer the following daily scrum questions

1. **What did you do yesterday?**
2. **What will you do today?**
3. **What's in your way?**

ADDITIONAL INFORMATION

Add notes for the update here.

09:11
3m **Team Member 4**

Ask Team Member 4 to answer the following daily scrum questions

1. **What did you do yesterday?**
2. **What will you do today?**
3. **What's in your way?**

ADDITIONAL INFORMATION

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.