

# DAILY

## IT IS...

A daily synchronization for the Core Team to:

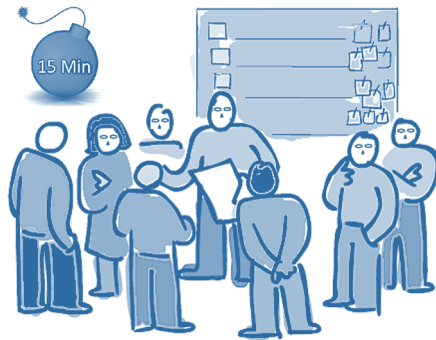
- inspect** the progress toward the sprint goal
- adjust** plans to meet the sprint commitment
- share** problems/impediments

with a focus on:

- Tasks** in order to get User Stories done during the sprint
- WHO** will be doing **WHAT** for next standup

## IT IS NOT...

- A status to the Scrum Master
- A problem-solving meeting



## WHY?

- Visual progress and work to be done
- Immediate view on bottlenecks
- Working together, while improving collaboration & communication
- Self-organizing, reinforcing commitment & involvement
- The right things to do on a day-to-day basis
- Share understanding & re-alignments



**SAME TIME**  
ideally in the morning

**SAME PLACE**

**15' MAX.**

<b>Core Team</b>	must attend
<b>Scrum Master</b>	acts as facilitator
<b>Product Owner</b>	recommended
<b>Experts</b>	optional



Stand up  
 One at a time  
 No small talk  
 No blame game

## HOW TO?

### Each team member

- Did I update the Scrum Board?
- What did I do yesterday?
- What will I do today?
- Are there any impediments in my way?

### Scrum Master

- Check the progress of the sprint
- Ensure the meeting is not disrupted
- Put discussion points in a parking slot
- Ensure to discuss problems/ impediments after

### Product Owner

- Answer questions directly if possible

## INPUTS

- Status of Tasks
- Status of User Stories
- Impediments/Problems
- Sprint Backlog
- Sprint Burn-down Chart
- Definition of Done
- Team planning

## OUTPUTS

- Updated Tasks status
- Updated User Stories status
- Updated Sprint Burn-down
- Updated Product Backlog
- Update on impediments