l'm not a robot



Home > Agile > Daily Standup Meetings: Everything You Need to Know (Standup Agenda, Purpose, Common Pitfalls, and More) Daily stand ups are the most popular format of meetings in the modern business world. And for a good reason: they are easy to implement and offer instant benefits to anyone who runs them right. But running standup properly is easier said than done: stand ups are easy to learn, but hard to master. In this article, we lay out good foundation for how to properly run daily stand ups. We base our advice on decades of experience running stand ups and consulting thousands of teams who use our standup tools every day. Daily standup is a short (up to 15 minutes) meeting with a defined set of questions to help team members exchange information about daily progress and blockers. "Daily standup" name originated from Scrum project management methodology where participants would stand up in a circle during the entire meeting to keep it short and focused. According to The Scrum Guide, the daily scrum is a 15-minute time-boxed event for the development team to plan for the next 24 hours. Daily standup meeting is based around three questions: What did you do yesterday? What will you do today? Anything blocking your progress? It's best to answer standup questions in this particular order. Taking notes on what was said by everyone is not required, but can be very beneficial. It's generally not meet time requirements. Standups can be customized to a degree. Remote teams can conduct standups using video conferencing tools and if your standups run too long or you want to remember what everyone was saying, they can be run asynchronously. The main principles that make daily standups short Use the same set of questions every meeting Conduct meetings daily and at the same time Daily stand-ups are usually held among team members, though there can be some nuances. We recommend that you don't overthink this question and use common sense. Just invite whoever you think needs to be present and can (1) add value to the meeting or (2) get value from it. For example, if the project manager is heavily involved in the work, then it might make sense to invite them. Or if including the marketing department in the standup feels like the right move, then go ahead and do that. General rule is no more than 10 participants. If you invite too many people, standups become too long and less transparent as team members lose motivation to be more open when too many spectators are present. According to The Scrum Guide there are 3 types of scrum team members who work on tasks relevant to current sprint or project goals. Avoid inviting team members from other departments and projects and use other channels to share data with them. Scrum Master. If you follow traditional Scrum model, Scrum Masters are tasked with making sure your daily stand ups follow standard agile ceremonies rules. and manager distractions. Having managers during daily stand-ups defeats the purpose of stand-ups to help teams self-organize and often turns stand-ups into less-transparent status meetings. Be aware of that and make usre managers join as spectators or simply not join at all. Just be sure to think ahead about what will be discussed in the standup, and if you should invite anyone else outside your development team. For more information on who should attend a daily scrum meeting (and the pros/cons of including a Scrum Master & Product Owner) feel free to visit this relevant forum thread on Scrum.org. On the same page in terms of who completed specific tasks. You discover: What still needs completion? Based on yesterday's results, do our plans change today? The team gets a clear picture of if they're on track to complete the sprint goal. Teammates get a chance to help each other by removing blockers/impediments. But the 3 standup questions provide non-obvious and unique benefits/insights that most teams miss. If you're curious, you can read about them in this in-depth post we published about this specific topic: Analyzing the Why Behind the 3 Daily Standup Questions: Unique Ideas & Non-Obvious Insights In that article, we go beyond the normal explanation of the "3 daily standup Questions." and discuss the non-obvious benefits that can arise from the questions, and common pitfalls that we've seen many teams make in asking these questions. We also present some alternative standup questions. This article is a great place to start learning the basics of running standup meetings the right way. When we first started Geekbot, we did intensive user research (and still do to this day). During customer interviews, we discovered that many teams running standups poorly, and not reaping the benefits of standup meetings (which should be a structured and fast way to get a good sense of what's happening with the team, coordinate work, and remove any blockers). There are many reasons why standup meetings can go off track and be run poorly, but over the years we've found that most of these "bad habits" can be distilled down to one of the 8 essential standup pitfalls below (more on how to avoid making these common mistakes in the next section). #1: Misalignment Discussing that are not related to other people's work in any way. Or perhaps something that only applies to 1 other teammate in a 6 person standup. So other teammates waste their time listening to non-relevant information, instead of focusing on meaningful work that's potentially time sensitive. And when you listen to a teammate discuss something that you don't need to be present for, you may check out mentally for the rest of the standups can last too long: Folks could engage in tangential conversations/water cooler chat (instead of work-focused updates). Someone may start rambling and take 5 mins to find the end of the sentence (it's pretty common for someone to overshare information and back up what they did with nonessential details to appear more impressive). According to the Scrum Guide, and from our experience, standups should be kept to a 9 person maximum. When teams try to run standups with overly large teams, it tends to be ineffective/last too long. #3: Problem-Solving During The Standup meetings (instead of afterwards). #4: Inconvenient Meeting Time The daily scrum may be scheduled at an inconvenient time that is disruptive (i.e. just as you're coding and making progress on a difficult problem). It's difficult to coordinate schedules and take into account calendar clashes/time zone differences. There's a time cost involved in getting the entire team to show up to a standup at the same time. #5: Standups Can Make Introverted Folks Uncomfortable While some folks overshare information, others are more introverted, and don't feel comfortable speaking in front of a large group. So they stay on the sidelines and either don't go into enough detail. Standups may provide a boost of energy for extroverts, but have the opposite effect on introverts. #6: Not Listening to Teammates Instead of listening to someone's update, it's common for teammates to rehearse what they'll say when their turn comes after the next person. While this makes sense (since nobody wants to embarrass themselves) you can miss out on valuable information by not paying attention to other people's updates. #7: Skipping Standups Not having an established daily standup routine and consistent meeting cadence (i.e. same place, same time) can lead to people skipping/forgetting about standups. If teammates show up late to a standup (or not at all), then they can miss out on important information that potentially affects their work. #8: Not Raising Blockers Team members may be too embarrassed or uncomfortable to raise the blockers/impediments they need help with. And facilitators often miss this. As you can see, there are plenty of reasons for teams to think that standups are a waste of time. But as we said, it's usually a function of them running standups the wrong way. We discuss the most significant problems associated with standups in greater detail in the following article: Standup Meetings Can Be a Waste of Time & What to Do About It Note: You can avoid many of the pitfalls we've discussed by running asynchronous standups in Slack instead of in person. In fact, we built a whole product around it and use it everyday ourselves. We think running standups in Slack is more effective than in person, because it's (1) minimally disruptive due to Slack's asynchronous nature (2) faster than in-person, and (3) you can choose to have an in-depth thread/side discussion via Slack with a certain teammate without interrupting everyone else. If you avoid the mistakes above and follow best practices, standups can transform from a nuisance to a productive way to get everyone on the same page. Many teams we've spoken to are diligent about staying on track, and their updates are short and to the point (without any teams we've spoken to are diligent about staying on track, and their updates are short and to the point (without any teams we've spoken to are diligent about staying on track, and their updates are short and to the point (without any teams we've spoken to are diligent about staying on track, and their updates are short and to the point (without any teams we've spoken to are diligent about staying on track, and their updates are short and to the point (without any teams we've spoken to are diligent about staying on track, and their updates are short and to the point (without any teams we've spoken to are diligent about staying on track, and their updates are short and to the point (without any teams we've spoken to are diligent about staying on track, and their updates are short and to the point (without any teams we've spoken to are diligent about staying on track, and their updates are short and to the point (without any teams we've spoken to are diligent about staying on track, and their updates are short and to the point (without any teams we've spoken to are
diligent about staying on track, and their updates are short and to the point (without any teams we've spoken to are diligent about staying on track, and their updates are short and to the point (without any teams we've spoken to are diligent about staying on track, and their updates are short and to the point (without any teams we've spoken to are diligent about staying on track, and their updates are short and to the point (without any teams we've spoken to are diligent about staying on track, and their updates are short and to the point (without any teams we've spoken to are diligent about staying on track, and their updates are short and to the point (without about staying on track, and their updates are short about staying on track, and their updates rambling or unnecessary details). Below, we list a few rules/tips and best practices that you can follow to run efficient standup meetings that get the job done (without all the downsides that come from running standups the wrong way). If a status update turns into a lengthy discussion (and the standup meetings that get the job done (without all the downsides that you can follow to run efficient standup meetings that get the job done (without all the downsides that you can follow to run efficient standup meetings that get the job done (without all the downsides that you can follow to run efficient standup meetings that get the job done (without all the downsides that you can follow to run efficient standup meetings that get the job done (without all the downsides that you can follow to run efficient standup meetings that get the job done (without all the downsides that you can follow to run efficient standup meetings that get the job done (without all the downsides that you can follow to run efficient standup meetings that get the job done (without all the downsides that you can follow to run efficient standup meetings that get the job done (without all the downsides that you can follow to run efficient standup meetings that get the job done (without all the downsides that you can follow to run efficient standup meetings that get the job done (without all the downsides that you can follow to run efficient standup meetings that get the job done (without all the downsides that you can follow to run efficient standup meetings that get the job done (without all the downsides that you can follow to run efficient standup meetings that get the job done (without all the downsides that you can follow to run efficient standup meetings that you can follow to run efficient standup meetings that you can follow to run efficient standup meetings that you can follow to run efficient standup meetings that you can follow to run efficient standup meetings that you can follow to run efficient standup meetings that you can follow t step in and say, "Let's put this topic in the parking lot and dissect it after the standup is over". You can put the "parking lot" items on a whiteboard and refer to them later. This way, you don't consume everyone's time and keep the standup short. If someone starts to unnecessarily recount a play-by-play of how they debugged a certain problem, a facilitator should gently step in and remind them that they should share a quick and concise update (instead of trying to outshine everyone else). If possible, everyone else). If possible, everyone should stand up during the daily scrum to speed up the meeting, since people get tired from standing on their feet for too long. If a teammate shares that they're working on a problem you've already faced before, tell them that you're open to offering input/help if they need it (even if they don't necessarily mention they're stuck and require assistance with an impediment). "The Daily Scrum is an internal meeting" and only act as spectators (from The Scrum Guide). Ensure that only 1 person speaking token" (i.e. ball/baton/toy) to signify who should be the 1 person speaking token" (i.e. ball/baton/toy) to signify who should be the 1 person speaking token" (i.e. ball/baton/toy) to signify who should be the 1 person speaking token" (i.e. ball/baton/toy) to signify who should be the 1 person speaking token" (i.e. ball/baton/toy) to signify who should be the 1 person speaking token" (i.e. ball/baton/toy) to signify who should be the 1 person speaking token" (i.e. ball/baton/toy) to signify who should be the 1 person speaking token" (i.e. ball/baton/toy) to signify who should be the 1 person speaking token" (i.e. ball/baton/toy) to signify who should be the 1 person speaking token" (i.e. ball/baton/toy) to signify who should be the 1 person speaking token" (i.e. ball/baton/toy) to signify who should be the 1 person speaking token" (i.e. ball/baton/toy) to signify who should be the 1 person speaking token" (i.e. ball/baton/toy) to signify who should be the 1 person speaking token" (i.e. ball/baton/toy) to signify who should be the 1 person speaking token" (i.e. ball/baton/toy) to signify who should be the 1 person speaking token" (i.e. ball/baton/toy) to signify who should be the 1 person speaking token" (i.e. ball/baton/toy) to signify who should be the 1 person speaking token" (i.e. ball/baton/toy) to signify who should be the 1 person speaking token" (i.e. ball/baton/toy) to signify who should be the 1 person speaking token" (i.e. ball/baton/toy) to signify who should be the 1 person speaking token" (i.e. ball/baton/toy) to signify who should be the 1 person speaking token" (i.e. ball/baton/toy) to signify who should be the 1 person speaking token" (i.e. ball/baton/toy) to signify who should be the 1 person speaking token" (i.e. ball/baton/toy) to signify who should be the 1 person speaking token" (i.e. ball/baton/toy) to signify who should be the 1 person speaking token" (i.e. ball/baton/toy) (i.e. ball/baton/toy) (i.e. baton/t say when their turn comes (since the "speaking token" gets passed at random and there's no specific order). Ensure you have incentives and deterrents for beginning the daily standup on time (i.e. penalty jar). Once someone shares an update, they shouldn't stop paying attention, go on their phone, or leave the room (you'd be surprised at how often this happens with some teams). Instead, the whole team should end the standup to a different time when people are more time. Teammates may be exhausted from the workday and consistently show up to the standup to a different time when people are more time. energized. We've covered the issues with standups and how to run them more effectively. But things are harder for remote teams, because people are in different time zones, so it's difficult to find a meeting time that's convenient for everyone. Beyond that, remote teams still experience the same issues as in-person teams. time Sitting through updates that don't overlap with your work Having to stop working when you're "in the zone" to attend a standup meeting We experienced these issues first hand. Our remote team used to run daily standups via Zoom. But it was hard to get everyone on the same call due to time zone differences — someone would have to make a sacrifice and meet at an odd time. Also, our daily scrums would last too long, sometimes as much as half an hour instead of 15 mins. We'd often get off track and engage in problem solving discussions, instead of 15 mins. We'd often get off track and engage in problem solving discussions, instead of 15 mins. We'd often get off track and engage in problem solving discussions, instead of 15 mins. We'd often get off track and engage in problem solving discussions, instead of 15 mins. We'd often get off track and engage in problem solving discussions, instead of 15 mins. We'd often get off track and engage in problem solving discussions, instead of 15 mins. We'd often get off track and engage in problem solving discussions, instead of 15 mins. We'd often get off track and engage in problem solving discussions, instead of 15 mins. We'd often get off track and engage in problem solving discussions, instead of 15 mins. We'd often get off track and engage in problem solving discussions, instead of 15 mins. We'd often get off track and engage in problem solving discussions, instead of 15 mins. We'd often get off track and engage in problem solving discussions, instead of 15 mins. We'd often get off track and engage in problem solving discussions, instead of 15 mins. We'd often get off track and engage in problem solving discussions, instead of 15 mins. We'd often get off track and engage in problem solving discussions, instead of 15 mins. We'd often get off track and engage in problem solving discussions, instead of 15 mins. We'd often get off track and engage in problem solving discussions, instead of 15 mins. We'd often get off track and engage in problem solving discussions, instead of 15 mins. We'd often get off track and engage in problem solving discussions, instead of 15 mins. We'd often get off track and engage in problem solving discussions, instead of 15 mins. We'd often get off track and engage in problem solving discussions, instead of 15 mins. We'd often get off track and engage in problem solving discussion standups... it would be nice if we were robots, but we're only human. We knew we weren't the only ones dealing with these problems. So we built Geekbot, a tool that lets teams run asynchronous standups in Slack at any point during the day (a benefit that not only remote, but also collocated teams enjoy). Our team, along with 100,000 users, finds that running asynchronous standups via Slack is not only minimally disruptive, but also a lot faster (a non-trivial benefit to Slack is that teammates can have side discussions via threaded conversations about something that may only apply to them and not the rest of the team — so teammates don't have to waste time and listen to something that doesn't overlap with their own work. If you're curious, Zapier published a post on their blog detailing why and how their Strategic Apps team runs remote
standups in Slack: Zapier Blog | Why We Replaced Our Standups with a Robot The 2 most common ways to run in-person standups are "Round Robin" approach, teams use the typical model of answering the 3 standup questions ("Yesterday, Today, Blockers") with everyone going around a circle in order and sharing their updates. While the "Round Robin" method is the most common one, many agile teams feel it's suboptimal... Folks tend to not pay attention to what teammates are saying, because naturally, they're busy thinking about what they'll say when their turn comes (nobody wants to embarrass themselves and not be prepared to speak). That's why a lot of agile teams prefer to use the "Walk the Board" approach, where the team walks through all the work items on a task board (i.e. Kanban board) from left to right. The work items that are closest to "done" are discussed first. Here's a 5 min video that guides you through the process of walking the board: Anders Laestadius's article about improving the daily scrum also touches on why they changed to the "Walk the Board" approach instead of "Round Robin": We built a product around running standups via Slack is more effective, because it's (1) minimally disruptive due to Slack's more effective. asynchronous nature (2) faster than in-person, and (3) threaded Slack conversations allow for side discussions that don't waste everyone else's time. That being said, we understand that there are companies that prefer to hold standups in person. If that's the case for your team, the well regarded best practice is to hold standups at the same time and same place to reduce complexity. In terms of time, morning is generally best, because it sets up the day, and people can follow up with each other later about blockers that arise. Don't overthink the meeting place too much. Ideally, meet somewhere convenient where most of the work already happens (i.e. next to a Kanban board instead of a random conference room). It's important to meet at the same place and same time to avoid confusion regarding logistics and make sure people don't forget to attend. Also, if you hold the daily scrum at the same place/time, then other employees in the company know when they could drop in (i.e. if they need to observe the daily meeting, or simply talk to someone in the development team after the status meeting). Note: Every work environment is different. The best time and place to run a standup depends on your specific situation, and there's not 1 definitive answer. According to The Scrum Guide, "the daily scrum is a 15-minute time-boxed event for the development team." From our experience, even 15 minutes could be too much for some teams. So it mostly depends on the size of the group. For example, a 4-person team may get through a standup in 5 minutes instead of 15. Once you start getting past the 15 min mark, it becomes mentally draining, and people may lose focus/energy. Since most standups are held in the morning, it's especially important to get through them quickly because many engineers feel most productive early in the day. Asynchronous standups via Slack make this moot. The time taken is usually minimal and customizable to each person. For example, if someone scans others responses and notices an issue they can help with, they can choose to have an indepth thread/side discussion via Slack that doesn't interrupt everyone else. But if not, they answer their own questions in a few minutes and move on. It's quick and efficient. As we've mentioned previously, we built a Slack standup bot that enables our own team (and 100,000 users) to run asynchronous standups inside Slack. Our userbase consists of both collocated and remote companies, including teams within Zapier (read story), GitHub, GitLab, Airbnb, Salesforce, Sony, and more. If you're curious, we published an article about how we use Geekbot to manage our distributed team from Slack, and why we built it. Running standups via Slack is asynchronous, so you don't have to get interrupted in the middle of work to attend a meeting. The asynchronous nature of Slack also minimizes the time cost involved with scheduling a convenient meeting time for time zone differences/calendar clashes. Another benefit to in-Slack standups is that they're faster than in-person standups. Plus, threaded conversations don't have to interrupt other teammates. You May Also Like... The purpose of a daily standup meeting is to learn the current progress of every team members around company goals and let them address any short-term challenges that prevent team members from effectively performing their sprint tasks. There are three important things discussed during a daily scrum meeting: the current progress of every team member, their short-term goals, and any roadblocks that prevent them in any way. The best way to do a daily standup meeting is to allocate a certain time every day that works for everyone on the team. Daily stand up meetings should be treated as status meetings. If your team is distributed across several time zones, consider asynchronous standup meetings Last updated: November 19, 2022Daily standup meetings are a popular agile ceremony, especially for engineering and development teams. This daily habit helps align a team and share progress, stay accountable, and resolve potential problems quickly. The purpose of this post is to share everything you need to know about this cadence. If you are new to this meeting or want to improve an existing standup, you've found the right place. In this guide we will cover the following: The purpose of a daily standup and its originsWhy this cadence is importantWhat questions you need to askHow to run a standup (as a team leader) Potential pitfalls and traps to avoid Running standups as a remote teamOptimizingThe origin of the daily standup meeting (also known as a daily scrum) is described by Jeff Sutherland in this post. Specifically, they started investigating how the high-performing engineering organizations did their work and stumbled across this paper. In this study, a team of eight engineers wrote one million lines of cover over thirty-one months (each person wrote 1k lines of code every week). One of their success factors was a daily meeting where they'd sync up on the project. Here's specifically what the paper said: "The core architecture team met daily to hammer out C++ class interfaces, to discuss overall algorithe core architecture team met daily to hammer out C++ class interfaces, to discuss overall algorith and to develop the basic underlying mechanisms on which the system would be built. These daily meetings were several hours in duration; from what I heard, the project was made more of meetings than anything else. As Jeff writes in his post, they adapted this idea, reduced the meeting time and formalized this as a key operating process that happens every day. What is the point of these meetings? If you think about the average work day, there's two major modes of work, especially for engineering teams: Production - doing the work (writing the code) Coordination than other functions like marketing or sales. A sales rep could operate autonomously most of the time. If you have eight engineers working on a single codebase, the probability that people will step on each other's toes is high. To use a sports analogy, engineering is a bit more like football, while other departments are more like running a race by yourself. These meeting are less about status reporting to external stakeholders, and more about internal coordination. What is the difference between a daily scrum meeting is meant only for the development team, led by the Scrum meeting is meant only for the development team. boxing. It also outlines the tasks for the day. Daily standup meetings are more informal, and includes more stakeholders such as the product owner. The development team may also be involved, or only a team leader, Scrum master, or a senior engineering manager. daily scrum meeting. Many teams use the meetings interchangeably. Why is the daily standup important? The point of the daily standup meeting is to aid team coordination. This fast feedback loop helps teams align and stay on track, which is similar to a huddle in football. If an issue pops up, you can address it quickly and keep projects on track.Without a quick feedback loop, one person may be stepping on another's toes. It's possible they may be working on the wrong task. It's possible they may be evential problems are normal and seeks a way to address them from a procedural (or structural level).What are the rules for a daily standup meeting? In his post, Sutherland addressed three key points that every standup meeting and actively at the same time, and every one must be held every day at the same time, and every one must be held every day at the same time and actively and actively at the same time at the meeting and actively at the same time listenWhat are the daily standup questions?In the daily standup meeting, the goal is to answer the three questions shown below:What did you accomplish yesterday?What will you do today?Any blockers in your way?Let's break them down.1. What did you accomplish yesterday?The purpose of this question is to relay information and share recent accomplishments. This helps give teams a sense of progress. To use the sports analogy, the answer to this question helps give you awareness of where you are going today. This serves two purposes: It helps align the group around what others are doing, giving today. visibility and awarenessIt can be a useful way to create accountability. When you commit to doing something and share it with others, you are more likely to deliver on that commitment. If you aren't thoughtful with discussion around this question, a daily standup can turn into a status update meeting, which is an epic waste of time. 3. Any blockers? This might be the most important question and also the most difficult to surface. This question is that
people on your team to sit around waiting for someone else. The goal is for each person to move in their own "swim lane", with as few impediments as possible. The issue with this question is that people can hesitate to share that someone else is blocking them. It doesn't really look that great to be that person who's blocking someone else. How do I run a standup meeting? If you are a team leader, facilitating a daily standup meeting? If you are trying to create a habit here. Holding these meetings at random times doesn't help create a habitIt should be short and impactful - aim for fifteen minutes or less. If you are in-person, people should literally stand up if they can. You may need to pull people back on track if they start side discussions. Everyone should contribute, including you - there's nothing more annoying than a team leader who holds a meeting, but doesn't participate. It sends a signal that you are above the rest of the team. I'd strongly recommend you have a daily standup meeting with a remote team? The short answer is yes, it's possible to have a daily stand up meeting with a remote team. We'll analyze the two different ways below. For those running a synchronous (real-time) remote daily standup...I've worked remotely for several years and participated and lead hundreds of real-time daily standups. If you are part of a remote team standup, I'd recommend focusing on the following additional variables: Spend a bit more time building relationships - it's nice to see and share what happened over the weekend, or to shoot the breeze and engage in some casual discussion before kicking things off. For example, at a past company, we'd read a daily quote from the Quotionary at the end. It was a cheesy, but fun way to bond before we tackled the day. Turn video on - people should turn on their video in these calls. It's way too easy not to pay attention with video off, especially if the meeting drag on. It's very easy for someone to want to unpack what someone just said in the middle of the daily standup. Most of the time, this discussion should happen outside of the meeting, as most of the time it's only relevant to a few of the individuals and not the broader group. For example, if two engineers are working on a billing system, while the other three engineers are working on a billing system. the billing system may not be relevant to the three engineers who aren't involved. Additionally, don't be late. If you are five minutes of collective time that's wasted (4 people x 5 minutes each). Can you have asynchronous standups as a remote team? Many remote teams will share this information asynchronously instead of holding a real-time meeting. This is primarily a result of having various team members in different locations. When you are remote, the cost of coordination tends to be higher. number of meetings people have on a regular basis. At Friday, we are huge fans of async daily standups that either replace or complement the meeting and make it more efficient. Why asynchronous daily standups that either replace or complement the meeting and make it more efficient. resolving blockers and spend more time building relationships.Let's wrap up this guide by discussing how you can optimize the efficiency of these meetings, especially if you run them asynchronously: If it doesn't persist, it doesn't exist - if you write down your dailystandup responses, you can create a running log of notes that can be referenced over time, you don't necessarily need to constantly share what you did yesterday...as it's already recorded and accessibleBenchmark responses over time - consider asking questions that can be quantified over time. For example, "on a scale of 1-10, how productive were you yesterday?" or asking via emojis. The final point is to consider external stakeholders. If you have a report available, you can easily share progress without dragging external stakeholders into meetings (which no one likes).Conclusion: Effective Standup Meetings Can Be Done!To wrap things up, daily standups are a wonderful way to stay on the same page, but make sure to keep them efficient! A simple fifteen meeting every day can cost thousands of dollars in time cost. Save Scrum is to inspect progress toward the Sprint Goal and adapt the Sprint Backlog as necessary, adjusting the upcoming planned work. The Daily Scrum is a 15-minute event for the Sprint. If the Product Owner or Scrum Master are actively working on items in the Sprint Backlog, they participate as Developers. The Developers can select whatever structure and techniques they want, as long as their Daily Scrum focuses on progress toward the Sprint Goal and produces an actionable plan for the next day of work. This creates focus and improves self-management. Daily Scrum select whatever structure and techniques they want, as long as their Daily Scrum focuses on progress toward the Sprint Goal and produces an actionable plan for the next day of work. This creates focus and improves self-management. Daily Scrum select whatever structure and techniques they want, as long as their Daily Scrum select whatever structure and techniques they want, as long as their Daily Scrum select whatever structure and techniques they want, as long as their Daily Scrum select whatever structure and techniques they want, as long as their Daily Scrum select whatever structure and techniques they want, as long as their Daily Scrum select whatever structure and techniques they want, as long as their Daily Scrum select whatever structure and techniques they want, as long as their Daily Scrum select whatever structure and techniques they want, as long as their Daily Scrum select whatever structure and techniques they want, as long as their Daily Scrum select whatever structure and techniques they want, as long as their Daily Scrum select whatever structure and techniques they want, as long as their Daily Scrum select whatever structure and techniques they want, as long as their Daily Scrum select whatever structure and techniques they want, as long as their Daily Scrum select whatever structure and techniques they want, as long as their Daily Scrum select whatever structure and techniques they want, as long as their Daily Scrum select whatever structure and techniques they want, as long as their Daily Scrum select whatever structure and techniques they want, as long as their Daily Scrum select what was been selectworkers. improve communications, identify impediments, promote quick decision-making, and consequently eliminate the need for other meet throughout the day for more detailed discussions about adapting or re-planning the rest of the Sprint's work. Inspection and Adaption at the Heart of ScrumThe Developers use the Daily Scrum to inspect progress toward the Sprint Goal and to inspect progress is trending toward completing the work in the Sprint Goal. Every day, the Developers should understand how it intends to work together as a self-organizing team to accomplish the Sprint Goal and create the anticipated Increment by the end of the Sprint. Team members often meet immediately after the Daily Scrum for detailed discussions, or to adapt, or replan, the rest of the Sprint's work. Daily Scrum for detailed discussions, eliminate other meetings, identify impediments to development for removal, highlight and promote quick decision-making, and improve the Developers' level of knowledge. This is a key inspect and adapt meeting. The structure of the meeting is set by the Developers' level of knowledge. Role of the Scrum Master During the Daily Scrum. The Scrum Master ensures that the meeting happens, but the Developers are responsible for conducting the Daily Scrum within the 15-minute time-box. The Daily Scrum Master teaches them to keep the Daily Scrum. Scrum Master ensures that they do not disrupt the meeting. The Daily Scrum is Not a Status MeetingIn this video, Professional Scrum Trainer Stephanie Ockerman discusses the differences between a status meeting and a Daily Scrum. Deepen Your Knowledge About the Daily Scrum To keep work moving smoothly, the Developers get together for 15 minutes every day to focus on the Sprint Goal and to plan the upcoming day's work. During the Daily Scrum, they identify any issues they need help in resolving, ask for help when they need help in resolving, ask for help when they need help in resolving. think of Scrum as a way to get work done as a team in small pieces at a time, with experimentation and feedback loops along the way. This learning series explores the pieces that make up the Scrum Framework. Save Daily stand-up meetings act as a pulse check for agile teams. They are concise status-report gatherings that aim to keep everyone engaged, on the same page, and aware of one other's progress. Just as a pulse check provides important information about one's health, the daily stand-up meeting gives agile teams information about their progress so they can perform effectively as a unit and complete projects. In general, developers, designers, product owners, and stakeholders should all be present at a daily stand-up meeting for an agile team. The daily stand-up's objective is to encourage openness, cooperation, and communication among team members, so it's ideal to have all team can resume their tasks right away. That's why it's important to keep attendance to a minimum and confine the meeting's discussion to progress updates, difficulties, and upcoming steps. The daily stand-up meeting uses a set of carefully-crafted questions to keep an agile team on track and focused. From updates on progress and challenges to upcoming deadlines and dependencies, these questions cover topics that help the team stay coordinated as they move towards a common goal. As a result, the daily stand-up meeting becomes more than just a routine check-in; it functions as a powerful tool for collaboration, communication, and progress. Most teams follow a standard template of three questions are
usually: The answer to the first questions are usually: The answer to the first questions are usually spend time on identifying problems before they snowball into bigger ones Many teams treat their daily stand-up as a simple status update for their boss, but it's a lot more than that. Daily stand-ups for agile teams represent a commitment to the final goal. Like many other rituals, these meetings are most effective when all teammates understand the value behind the practice. Otherwise, it becomes a mindless ritual. When several or more people have to work together, there's bound to be some challenges. Face-to-face communication can go a long way in easing conflicts, and holding daily stand-ups will help your team: In an agile project where a lot can change from one sprint to the next, it's imperative that the entire team stay aware of all that's happening and how it effects the project. Spending time with your team will help you connect with them as individuals. Team dynamics are influenced not only by the nature of your work, but also by the personalities and the relationships within your team. Beyond mutual respect, it's important that your team will help you connect with them as individuals. than one. Whether they're problem-solving or optimizing a current practice, knowledge-sharing within a team will greatly improve efficiency. In most team stand-up meetings, the Scrum master acts as the facilitator and decides who's going to speak next. This is a subtle act against self-organization. You could use other methods like round-robin (this starts with a random person and goes clock-wise or counter clock-wise) or pass-the-token (in which only the person who's holding the token to a random methods like pass-the-token (in which only the person). With predictable mechanisms like round-robin, people often ignore the speakers until its closer to their turn, while random methods like pass-the-token (in which only the person). With predictable mechanisms like round-robin, people often ignore the speakers until its closer to their turn, while random methods like pass-the-token (in which only the person). token keep the team on their toes. Walk the board Instead of the three-questions template, structure your stand-ups by walking through the Scrum board of your project management tool. You can start with the ones on the top-right side of your board—the ones closest to deployment. Then, go from top to bottom and from "Done" to "To do." This way the focus is less on individual updates and more on the progress of the team as a whole. Time your meetings The ideal stand-up meeting should be 15 minutes or less. As teammates get more comfortable with each other, your stand-up meeting should be 15 minutes or less. digression in your daily stand-ups is to time your meetings and share it with your team everyday. Identifying impediments is an important goal of a daily stand-up but it's not the place for problem-solving. You can maintain an improvement board where problem solving is to time your meetings and share it with your team everyday. problem, the team is less likely to delve into it during the meeting. When a problem is identified, assign the responsibility to a team member and all further discussions are postponed. Reporting to the leader When the Scrum master is the facilitator and the team follows the three-question template, team members tend to face the Scrum master when they speak. Instead of a meeting, it can become a group of individuals reporting to the facilitator. Rotating the facilitator for each meeting, changing the position of the team members, or even an act as small as the facilitator for each meeting, changing the position of the team members, or even an act as small as the facilitator deliberately breaking eye contact can encourage people to talk to their team. Low energy The pace of a meeting could slow for a variety of reasons—people are unprepared, speakers start to ramble, or everyone is done speaking and their voices trail off into an awkward silence. Rambling can be reduced by timing your meetings. If your team is unprepared, you might want to think about rescheduling the meeting to work around their schedule or talking to them to find out if there is a bigger issue at hand. If you want to end your meeting on a high note, you could come up with a phrase your team can shout in unison at the end of your daily stand-up. It's a simple as "Go [team name]!" or something as bugs!" A daily stand-up meeting is a crucial tool that can greatly boost communication and, in turn, efficiency within your team. It's important to be aware of why you're doing something in order to do it the right way, regardless of how small or routine the practice is. In this way, be conscious of your daily scrum meetings, mix things up with new exercises when you find the meetings getting a little ritualistic, and regularly take a new look at how you can make it even better. In Zoho Sprints, you can schedule recurring daily stand-up meetings for the entire duration of your sprint. Meeting reminders are sent as emails and in-app notifications. Record your takeaways in the group chat so that you can take them up as actionable items after the meeting. The daily standup meeting — also known as a scrum, or daily scrum — is a 15-minute get-together that helps teams stay aligned and prepare to have become a common ritual for many teams. However, there are some practices that distinguish effective standups from meetings that aren't productive. Curious to know how high-performing teams run their daily standups? We've put together the benefits of daily standups can help you remove blockers, clarify team objectives, and encourage you teammates to communicate with each other. The purpose of these meetings is to verify the team's progress on the sprint plan - or list of priorities - that was discussed at your weekly team meeting. "Done right, the daily stand-up is an important time for the team to sync on where they are, and to determine what they need to do to successfully complete the sprint," says Dwight Kingdon, an enterprise agile coach. A daily standup can be a great tool to stay focused and ensure that everyone is working towards the same goal. According to Jason Yip, a senior agile coach at Spotify, standups can also help you understand if your team feels comfortable bringing up challenges and asking each "The other for support:"One of the primary benefits of a team versus working alone, is that team members can help each other tends to be ineffective."The expert-approved standup meeting agendaYesterday. Today. Obstacles. That's it — the only three things that should be discussed at your daily standups. "Some people want to engage in Problem Solving immediately after hearing a problem. Meetings that take too long tend to have low energy and participants not directly related to a long discussion will tend to be distracted." Pro tip: Don't go into problem-solving mode during the standup. Instead, ask participants to go around the circle answering the following questions:1. What did I accomplish yesterday? Share your progress on the sprint goals, focusing on the activities that are relevant to the team as a whole.2. What will I do today? Mention all the things you plan to accomplish today — knowing that you'll be held accountable for those things in tomorrow's daily standup meeting.3. What obstacles are impeding my progress? Let other people in the team know if there's anything preventing you from getting your work done. This includes any cross-departmental blockers, dependencies, and technical limitations. And that's it. As Jason Yip argues, any other discussions exploring how to deal with a particular problem should happen after the standup. Here's how Yip describes a successful end to a daily standup meeting: "People separate and start discussing various things that were raised, including the obstacles, the new ideas, and questions about certain work items." Of course, you can always switch up the standup questions to match your team's style. For example, Jonathan Rasmusson describes using the following agenda with his team in the book The Agile Samurai: What you did to change the world yesterday How you are going to crush it today How you are going to blast through any obstacles unfortunate enough to be standing there and giving an update, you are now laying it all the line and declaring your intent to the universe," says Rasmusson. Pro tip: A critical part of making sure standups stay on track is setting a time limit per person and setting expectations about the amount of time you have to talk. Too often 15-minute meetings turn into 45-minute ones because people talk about what they're working on in way too much detail, and it throws everything off track.We built an app to help you have more effective 1-on-1s and team meetings, exchange feedback, and track goals — all in one place! Try it for free at www.fellow.app5 actionable tips to run an effective standupNow that you know the three things that the team should discuss, it's time to talk about the best practices you should adopt in order to have productive standups. According to Eric Wadsworth, senior software developer at Ancestry, the best daily standups happen when: The team meets early in the day — ideally within 30 minutes of people arriving. Everyone stands up and respects the time limit — this keeps the meeting short. You go around the circle in sequence rather than skipping around. Everyone restricts their update to the [yesterday - today collaboration across your team. That's why one of the most common indicators that your standups are running poorly is when people report their updates directly to you (the manager/facilitator when it is actually supposed to be for the team," says Jason Yip. "There are various ways to break this dependence: Rotate the Facilitator, Break Eye Contact, change the form of Yesterday Today Obstacles, use Pass the Token, etc." This also means that
the standup shouldn't be cancelled just because you (the team lead) can't attend.2. Obstacles aren't discussed ... and tracked! Daily standups can help you find sources for pressing problems and come up with actionable and timely solutions. But this can only occur if people on your team are bringing up their issues: "Talking about problems takes courage. It is important that your team has that courage, talks about problems and does something to solve them," says Matthias Orgler, a scrum master and agile coach. If your team members aren't bringing up their obstacles and challenges, you should encourage them to do so. You can also keep an eye on the following reasons why employees might not be raising obstacles during your daily standups: Lack of trust between team members. Lack of trust that the obstacles will be removed — because nobody took action when other issues were raised before.Lack of preparation. Pro tip: If blockers come up during your daily standup, make sure to track them down. This will help you identify the progress of their resolution and understand what kind of issues are occurring most frequently: "The simple act of writing an issue down and therefore explicitly acknowledging it is a very reliable way to reduce drawn-out conversations," says Jason Yip. "Including an occurrence count with each raised obstacle highlights which issues are generally more important to deal with first.""What did I do yesterday?.... I can't remember... What am I doing today?.... Let me think..."3. Not being ready for the meetingThose are the answers you'll get if people don't prepare for your meeting. Here's a practical way to encourage preparation for your daily standups: Ask your teammates to write down their answers in a meeting agenda tool before the meeting begins. This will help you ensure that people come prepared and will be a great way to track the things that they promise, as well as the obstacles impeding from them. As Julie Zhuo, Facebook's VP of Alternatives to daily standup meetings from them. As Julie Zhuo, Facebook's VP of Product Design, emphasizes in The Making of a Manager, the only way to know if your meetings, and I thought this was standard practice for keeping folks in the loop about what was going on," says Zhuo. "After a few months, it became clear that this meeting was the work equivalent of a history teacher droning on about some battle in the year 1752." In the book, Zhuo recalls receiving an email from one of her direct reports, asking if she would consider replacing the daily standups for an email from one of her direct reports, asking if she would consider replacing the daily standups for an email from one of her direct reports, asking if she would consider replacing the daily standups for an email from one of her direct reports, asking if she would consider replacing the daily standups for an email from one of her direct reports, asking if she would consider replacing the daily standups for an email from one of her direct reports asking if she would consider replacing the daily standups for an email from one of her direct reports, asking if she would consider replacing the daily standups for an email from one of her direct reports, asking if she would consider replacing the daily standups for an email from one of her direct reports, asking if she would consider replacing the daily standups for an email from one of her direct reports, asking if she would consider replacing the daily standups for an email from one of her direct reports, asking if she would consider replacing the daily standups for an email from one of her direct reports, asking if she would consider replacing the daily standups for an email from one of her direct reports, asking if she would consider replacing the daily standups for an email from one of her direct reports, asking if she would consider replacing the daily standups for an email from one of her direct reports, asking if she would consider replacing the daily standups for an email from one of her direct reports, asking if she would consider replacing the daily standups for an email from the spot-on. I cancelled the series, and we went to weekly email updates, which worked out beautifully," says Zhuo. "I left with a deeper appreciation of both the importance of planning good meetings and the value of giving feedback to improve bad meetings." On that note, here are some alternatives to daily standups that other managers are using, and vou can try out too: Creating a #standup channel on Slack, where people post what tasks they re working on and report roadblocks. Using a shared meeting on wednesday or Thursday, instead of every day of the week. Pro tip: virtual standups (where you post in a channel as opposed to meeting over a video call) are a good alternative for remote teams working in different timezones, since you don't have to find a time that works for everyone.TL;DR [Conclusion]Daily standups can be very effective when people come prepared, address the entire team (not only the manager), and bring up their roadblocks and concerns. Everyone should answer the following three questions: What did I accomplish yesterday? What obstacles are impeding my progress? And if you need a meeting agenda tool to track the team's roadblocks and updates, you can check out Fellow.app.About Fellow.app.Fellow helps managers and their teams have more effective 1-on-1s and team meetings, exchange feedback, and track goals — all in one place! Try it for free — your team will thank you Originally published at on November 22, 2019. • 4 min. reading time In Scrum, the Daily Standup is one of the 5 events that make successful product development possible in the first place. Why the Daily Scrum Meeting is so important, what the agenda looks like and who has to follow which rules, you will learn in this article. A proven pro-tip for the Daily Scrum Can be found below. The Daily Scrum Can be found below. meeting where the development team informs each other about the current status of their work with regard to the sprint goal. The coordination among each other ensures that everyone in the Development Team has a good overview of progress, guestions and possible obstacles and knows what the others are working on. This way, each team member gets an accurate overall picture of the project. In order for the Daily Standup meeting to be purposeful and motivating for everyone involved, you and your team should follow the following Daily Scrum Rules: Development Team members must be on time for the Daily Standup duration is a maximum of 15 minutes (time box). The participants stick to the Daily Scrum Meeting Agenda and usually answer three questions (see below). As the name says: It is a Standup Meeting, which means that the active participants stand there (preferably in a circle). The Scrum Master intervenes in the Daily Standup at most in a moderating role (if absolutely necessary) and notes down the impediments mentioned by the Development Team. - He then ensures that these are eliminated (not necessarily by himself). The Daily Scrum Meeting is attended by the Product Owner as often as possible to answer questions from the team on the "What?" and to stay up to date on the Sprint progress. The Daily Scrum Meeting Process The Daily Scrum Meeting has usually a set flow with three key Daily Standup questions to structure the meeting and good preparation. The Preparation The Development Team - possibly supported by the Scrum Master - determines the place and time for the Daily Standup. member should prepare individually for about 2 to 3 minutes before each Daily Scrum Meeting by asking themselves what they did the day before. The central point of the meeting process is usually centered around three Questions (that were in the Scrum Guide before the 2020 update), which each member of the Development Team answers: 1 What have I done in the last 24 hours (vesterday) to achieve our sprint goal? 2 What will I do in the next 24 hours (today) to achieve our sprint goal? It is important that team members do not digress when answering the questions, but always focus on the sprint goal? It is important that team members do not digress when answering the questions, but always focus on the sprint goal? It is important that team members do not digress when answering the questions, but always focus on the sprint goal? else belongs to the Daily Scrum Meeting Agenda? During the Daily Standup Meeting the Development Team updates the Sprint Burndown Chart. Moving the PBIs or Tasks on the Scrum Master can note the obstacles mentioned by the team on cards and include them as open items in the Sprint Backlog so that they are not forgotten. Especially when a team has just started working with Scrum, members tend to digress in the Daily Standup. Suddenly, the development team then finds itself in detailed discussions about how to work around obstacles and solve problems. So make sure you and your team stick to the 15-minute time box and have deeper conversations in follow-up one-on-one or small group conversations. Development teams that have been used to classic command-and-control hierarchies for years tend to report and be accountable to the Scrum Master or Product Owner in the Daily Standup Meeting. But instead, the focus is solely on reporting to your own Development Team colleagues. Further important tips on how you and your Scrum Kompakt. If you have the role of Scrum Master, concrete Scrum Master, concrete Scrum Master training swill help you. You want a little more dynamic and fun in your Daily Scrum Meeting? Then a Daily Standup Ball might be the right thing for you: All you need to do is organize a ball (e.g. a tennis ball or foam ball) or another object like a funny stuffed animal. Whoever is currently answering the 3 Daily Standup guestions holds the ball in their hand, and then tosses the Daily Scrum Ball to another team member whose turn it is. If individual team members tend to talk too long and too
rambunctiously in the Daily Standup, you can also use a 3 kg medicine ball as the Daily Standup ensures that the development team is updated daily on what the members are currently working on and if and how they need support. In the meeting, the product owner learns where the team currently stands with respect to the sprint goal and answers questions that arise, while the Scrum Master finds out whether there are obstacles to be removed that are keeping the team from achieving the sprint goal. The daily standup meeting is therefore essential for sprint success and should never be missed. Improve your skills as a Scrum Master or Agile teams with practical models and industry examples. Get the online course Every month we curate the best content from the agile space. No spam, pure insights. Read past issues Thank you for your registration, you will receive our Agile Academy newsletter.