

For an effective Standup

Standup Meeting

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short 15 minute time-boxed event held daily.

The meeting improves team collaboration, motivation, enhances team performance and morale.

Tips for ensuring an efficient standup

Answer the 3 essential questions



What did I complete yesterday?
What will I complete today?
What impediments or obstacles (if any) am I currently facing?

The Scrum Master
Facilitates; Guides; Supports; Protects the process
however doesn't own the daily standup.

If the Scrum Master is unable to attend a meeting it is good practice to have a 'stand in' Scrum Master.

Protect the process



Keep the meeting focussed - it is NOT a technical meeting

Technical discussions are encouraged, however should not take place during the standup.

The daily standup is NOT for:

- » Planning beyond the day's activities
- » Demonstrating achievements for acceptance (or rejection)
- » Lessons learned

Keep the meeting on track - It's not a planning, review or retrospective meeting



Guard the purpose - It's not a Prioritised Product Backlog Review Meeting

The Product Owner should not use the standup to seek information and assistance with grooming the Prioritising Product Backlog.

The Daily Standup is NOT where the team reports the status of their tasks to the project manager.

Collaboration of the Daily Standup – It's not a Project Status Meeting



Trying a Different Approach – read the WARNING sign on the Label

Teams that are new to Scrum should NOT attempt to implement a different approach to how the Daily Standup is achieved.

More experienced / mature Scrum teams may adjust their approach (with the same outcome) if there is benefit to be gained and only if it can be achieved within the time-boxed 15 minutes.

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the results you need?

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