SCRUM MEETING (STANDUP)
Template & Agenda

WHAT IT IS
In agile development and Scrum, the team holds a daily meeting called the “Scrum.” Daily scrums follow a specific template and are strictly time-boxed to 15 minutes to keep the conversation quick.

AGENDA

Story: __________________________________________
What did I do yesterday? (DONE): ____________________________
What will I do today? (TO-DO): ________________________________
What is getting in the way of my work (ISSUES): ________________________________

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What is getting in the way of my work (ISSUES): ________________________________

Repeat for all team members

BEST PRACTICES

Keep it quick: Limit to 15 minutes or less. Stay standing to keep things moving quickly.

Limit disruptions: Plan the meeting around your team’s schedule and work environment.

Know what everyone’s working on: Keep your project management tool like Planio handy to see what everyone is working on.

Stay focused: Make sure everything that’s said is valuable to the whole team and don’t let it turn into a technical discussion (individual conversations can happen at any other time).

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